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ABSTRACT

This publication highlights sixty-two outstanding projects originally funded under the Library Services and Construction Act. Designed as a descriptive, annotated guide, the catalog shares information about library programs selected from 34 states and territories to exemplify some of the diverse services stimulated by Federal funds. These innovative approaches to library services are successfully meeting the challenges presented by today's varied library constituencies, and are suggested in this source book as worthy of further investigation by other libraries. Librarians are encouraged to examine the entire book to identify program strategies, service delivery methods, evaluation techniques, and other project components. (Author)

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LIBRARY PROGRAMS WORTH KNOWING ABOUT

September 1977

Prepared by

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State and Public Library Services Branch
Office of Libraries and Learning Resources

for the

U.S. Office of Education
and
Chief Officers of State Library Agencies

IR005341

PREFACE

With the common purpose of disseminating information about creative and new library programs, the Office of Libraries and Learning Resources in the U.S. Office of Education and the Chief Officers of State Library Agencies (COSLA) have co-sponsored this edition of LIBRARY PROGRAMS WORTH KNOWING ABOUT. This publication highlights sixty-two outstanding projects originally funded under the Library Services and Construction Act.

The overwhelming response elicited by the June 1976 pilot edition confirmed the widespread need for dissemination of more information about current library activities. This expanded publication, national in scope, is attempting to meet that need and, in so doing, provide incentive for an even greater interchange of ideas.

Designed as a descriptive, annotated guide, the catalog shares information about library programs selected from 34 States and Territories to exemplify some of the excellent and diverse services stimulated by Federal funds. These innovative approaches to library services are successfully meeting the challenges presented by today's varied library constituencies, and are suggested in this source book as worthy of further investigation by other libraries. Librarians are encouraged to examine the entire book to identify program strategies, service delivery methods, evaluation techniques, and other project components that might be useful.

Through this publication, the U.S. Office of Education and COSLA hope to assist in the further extension of library capabilities throughout the country in providing vital and meaningful services to the public.

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Bureau of Elementary and
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TABLE OF CONTENTS/STATE INDEX*

ALABAMA

Migrant Services 65

ARIZONA

Community Reading Development 1

ARKANSAS

Learn A Bunch At Lunch 66

CALIFORNIA

Asian Community Library 3
Bibliotherapy 67
Computerized Community Information Project (C.I.P.) 5
Consumer Health Information Program and Services/Salud Y Bienestar (CHIPS) 68
Cooperative Information Network (CIN) 69
MCLS Library Service to the Deaf and Hearing Impaired 7
Sierra-Tahoe Project - Mountain-Valley Library System 9

COLORADO

Colorado Library Network - Information and Communication Network (COLONET-ICN) 70

CONNECTICUT

Danbury Video Project 11
Target Children: Urban 5 13

DISTRICT OF COLUMBIA

Dial-A-Story 71

FLORIDA

Video Tallahassee: A Community Workshop 15

GEORGIA

Georgia Library Information Network (GLIN) 72
"Operation Bootstrap" 17

GUAM

Union Catalog of Guam and Pacific Area Materials 73

* See Index for Project Type, following text

HAWAII

Liliha Library Afterschool Activities Project 74

ILLINOIS

Illinois Library Systems' Interlibrary Cooperation Consultant Program. 75
A Mathematical Model of the Illinois Interlibrary Loan Network 76

INDIANA

Library Video Project 77

IOWA

Home Delivery Service of Library Materials 78
Indian Library Project 19

KENTUCKY

Outreach and Enrichment 21

LOUISIANA

Pelican Summer Reading Program 79
Symphony for Seniors 80

MASSACHUSETTS

Medford Public Library Instructional Materials Center for Parents of Children with Special Needs 81
Literacy Volunteers of Southbridge 23
Preschool Program for Spanish-speaking Children 82

MICHIGAN

College Without Walls 25
Native American Oral History - Grand River Valley 27

MISSISSIPPI

Outreach to the Disadvantaged in Sunflower and Bolivar Counties 29

MISSOURI

In-Service Training Program 31

MONTANA

Bookmobile Van Service to Native Americans and Rural Residents 83

NEW JERSEY

Center for Preschool Services 33
Home Delivery of Library Services to Handicapped Children Kindergarten Through Fourth Grade 35
Neighborhood Information Center Helps Everyone (NICHE) . . . 84
Outreach Project to Retarded Adults and Juveniles in Need of Supervision 37
Outreach to Hispanic Migrant Farmworkers and Prisoners . . . 39

NEW MEXICO

Oral History 41

NEW YORK

Adult Independent Learning 43
Hempstead Public Library Job Information Center 85
Job Information Center 86

NORTH CAROLINA

Drop-In-Library (DIL) 45
Forsyth County Public Library Children's Outreach Department 87

OHIO

Libros 47
Mail-A-Book 49
Project ABLE (Adult Basic Library Education). 51

OKLAHOMA

NEWS IN REVIEW Project 53

PENNSYLVANIA

Adult Learning Program 55
Libraries Initiate Freeing Experiences (L.I.F.E.) 57

SOUTH CAROLINA

Project WOW (Widening Our World) 88

TENNESSEE

English as a Second Language 89
Wee World of Reading 59

TEXAS

Early Childhood Enrichment 61
Library Service to the Aged 63

VERMONT

Vermont Books-By-Mail 90
Young People Save Yesterday Project ("YPSY") 91

WASHINGTON

Drug Information Program 92

WEST VIRGINIA

Instant Library 93
"Search Us, We Really Move Our Terminals for You" 94

PROJECT: COMMUNITY READING DEVELOPMENT

▸Description

Community Reading Development is a volunteer program designed to teach illiterate people to read and write on a one-to-one basis. Operating from 9 sites in Arizona, ranging from very small one-room libraries to the more sophisticated urban libraries, the project in each case involves the local librarian, the local Right-to-Read director, a coordinator and volunteers. Although each site is unique depending on space, local expertise available to the project, and budget, all sites have chosen the Laubach method of teaching reading skills. Additional materials on other reading methods are supplied as needed following the advice of the project's resource person. The program works with all age levels of non-readers, children as well as adults, and with persons of many ethnic backgrounds (Mexican-American, American Indian, Vietnamese). Program operations at all sites involve recruitment and matching of volunteers and students, training of volunteers to teach both English- and non English-speaking people, and scheduling. Tutors and students decide when and how often to work together and, through an introductory interview (in lieu of a formal pre-test), determine goals and starting point.

▸Users

Any person, adult or child, in the community who cannot read and wants to learn that skill. Project targets functionally illiterate and non English-speaking persons.

▸Facilities/Materials Required

Working space within the public library for the coordinator and access to a telephone. Literacy materials (Laubach materials from New Readers Press) and general library collection.

Facilities (meeting rooms, schools, etc.) for volunteer training workshops.

Area within library for tutors and students to work together.

▸Descriptors

Right-to-Read
Volunteers
Adult Basic Education

▸Financial Requirements

Average budget:

Coordinator (part-time, 1 yr.)	$2,800
Training & materials	1,200

Budgets vary according to number of volunteer tutors. Cost analysis:

per Laubach workshop	$ 150
per volunteer tutor (includes skill book 1-3, teachers manual & supplementary materials)	$ 15
Certification of volunteer	$ 2
Tutor packet	$ 3

▸Evaluation

In the nine established sites there are now 205 students enrolled and it is anticipated that over 75% of them will complete the program during the next two years. Since the beginning of the program, several students have had job promotions as a result of their literacy training, others have passed their drivers tests, and still others have gone on to pass the General Educational Development tests and get a high school equivalency certificate. A few students have actually become tutors. Many others have found that their newly acquired literacy skills benefit them in countless ways every day. Each student determines his/her own progress in this program, depending on ability, desire to learn, and amount of time devoted to studying.

FOR PROJECT REPLICATION

▸General Criteria

A need within the community for individualized reading instruction.

Volunteer tutors to teach non-readers.

Local community and library support are essential.

Extensive publicity is necessary to attract volunteers and students.

Cooperation with educational agencies in the area to avoid duplication of efforts and to promote good referral services. When students are sufficiently proficient in reading, other available educational opportunities should be made known to them.

▸Staffing/Training Requirements

The following staffing is necessary at each program site:

A local librarian to act as project director and supervise coordinator.

Local Right-to-Read director or other trained reading specialist to serve as a resource person as needed.

Part-time (1/2 time) coordinator to recruit volunteers, set up their training, stimulate publicity for the program, recruit non-readers, match tutors and students, and keep records.

Volunteer tutors in sufficient number to meet local demand. It takes 12 hours of training to tutor English-speaking people and 15 hours of training to tutor people who speak English as a second language.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Each site developed its own tutor information form, student information form and progress sheets. Packet containing samples of these is available free of charge through the contact person listed below.

▸Demonstration/Site Visit

There are 9 communities in Arizona to which site visits can be arranged. Advance discussion with Contact person will help determine which site visits will be of the most value.

Observation of tutor/student sessions by appointment only.

▸Training

Laubach workshops for volunteers are scheduled as needed and can be observed by outside interested parties.

CONTACT

Mrs. Jean Murphy, Juv. Consultant
Arizona Department of Archives and Public Records
Library Extension Service
2219 S. 48th St., Suite D
Tempe, Arizona 85282
(602) 271-5841

PROJECT: ASIAN COMMUNITY LIBRARY

▸Description

Through this project, a community branch library in a transitional neighborhood is being revitalized to serve its new population, including 25,000 persons of Chinese, Japanese, Filipino, Korean, and Vietnamese background living in the area. Services through multi-lingual staff include: 1) accessibility to the Library's popular reading collection of books, newspapers, magazines, and audio-visual materials in the Asian languages and in English on Asian and Asian-American subjects; 2) programs for children - films, storytelling, and crafts; 3) monthly programs for adults - films, speakers, and cultural presentations; 4) twenty bookmobile stops per month in the Asian community; 5) information and referral services to Asian community resources; and 6) quarterly booklists on Asian and Asian-American titles. These services and programs help these peoples to retain their own identities and cultures in our melting pot nation, while at the same time assisting in problems with language, employment, and acculturation. The Library also serves as a bridge from the Asian to the English-speaking community.

▸Users

Asian immigrants, American-born Asians, and others interested in Asian language materials or English language materials on Asian countries and Asian-Americans. Age groups range from preschoolers to senior citizens.

▸Facilities/Materials Required

A library building easily accessible to the target groups with adequate adult and children areas for collection and seating; meeting room for community groups and library programs; work room for processing audio-visual and library materials; storage room for audio-visual, craft, and bookmobile materials, bulletin board. Collection of books, newspapers, magazines, and audio-visual materials in Asian languages; books, periodicals, vertical file and audio-visual materials on Asian, Asian-American history and contemporary issues in English; books and audio-visual materials or English as a Second Language and American society; equipment to utilize audio-visual materials; bookmobile.

▸Descriptors

Bilingual/Bicultural
Bookmobile

▸Financial Requirements

Initial two-year cost for equipping building, staff salaries, planning, purchase of reading and audio-visual collection, and bookmobile: $300,000. Continuation cost for following year: $75,000.

▸Evaluation

Based on circulation figures, head counts, new library card applications, reference questions received, reaction from Asian community agencies, Community Advisory Committee, and library patrons, the Library has become an important resource to the Asian community and the Bay Area at large. Circulation has tripled compared to branch statistics before the project started. Community agencies and patrons were supportive of the Library's application for refunding.

One factor adding to the success of the project has been the active participation of schools, the University of California, and other educational and social agencies. This community interest has even attracted the support and participation of a neighboring city.

FOR PROJECT REPLICATION

▸General Criteria

Asian immigrants and Asian-American population in need of this service.

Multi-lingual staff sensitive to needs of target group.

Participation from Asian community in planning, implementing, and evaluating project through an advisory board.

Good working relationships with Asian community agencies and other bilingual/bicultural educational institutions.

Financial support and publicity.

▸Staffing/Training Requirements

One bilingual Library Director experienced in book selection, reference and referral services, cataloging, program planning, community outreach, and supervision, and capable of training paraprofessionals to assist in above duties.

One bilingual Children's Librarian.

Two bilingual Library Assistants.

One bilingual Audio-Visual Technician experienced in selection of Asian software and working with hardware.

One bilingual Library Aide.

Library staff should complement one another to cover language needs of the project.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Available free of charge upon request:
-- Project proposal
-- Quarterly progress reports for two years
-- List of sources for purchase of Asian library materials
-- Brochure in six languages
-- Booklists
-- Film catalog
-- Suggestions for programs
-- List of consultants and Asian community agencies in the Bay Area
-- Directory of Asian media.

▸Demonstration/Site Visit

Site visits welcomed. Appointment necessary for observation of bookmobile service and guided tour of the library.

▸Training

Orientation slide talk available. Staff willing to provide limited consultant services.

CONTACT

Ms. Judy Yung
Asian Community Library
Oakland Public Library
1934 Park Blvd.
Oakland, California 94606
(415) 451-5620

PROJECT: COMPUTERIZED COMMUNITY INFORMATION PROJECT (C.I.P.)

▸Description

C.I.P. provides telephone and walk-in information and referral services from 18 public libraries in San Mateo County. Each time a request is received, reference librarians search a computerized file describing more than 1000 services to retrieve the most appropriate ones. Information can be printed in English and/or Spanish at teletype machines located in the libraries. The information is a subfile of SPIRES (Stanford Public Information REtrieval System), a generalized information storage and retrieval system developed at Stanford University. The file also prints off-line lists of services used to produce directories or inventories. Project staff collects and translates information, enters it into the computer file, publicizes the services, orders off-line printouts, and uses a computer-assisted update process to verify all records twice yearly.

A cooperative arrangement with staff of the County Department of Public Health and Welfare permitted location in their office of a computer terminal which is used to access the file. The goal is to develop shared data base management and shared funding.

▸Users

The general public, including persons with limited English-speaking ability.
Professional people working in human service fields seeking information with which to make referrals for their clients.
Human service planners conducting needs assessments, compiling inventories, etc.

▸Facilities/Materials Required

The computer terminal which the project staff uses is a portable Texas Instruments 735. Input of records and alterations of records are done on this machine which is also taken to meetings of clubs, agency staffs, etc. for on-line publicity demonstrations.

Participating libraries need teletype machines with data sets which give them the capacity to act as computer terminals.

▸Descriptors

Information and Referral Services
Bilingual/Bicultural
Inter-agency Cooperation
Interlibrary Cooperation

▸Financial Requirements

Budget for the three fiscal years 1974-77 totaled $113,000. Approximately 55% was spent on salaries, 30% on computer time and communications, and 15% on other operating expenses and equipment.

▸Evaluation

A user evaluation form is sent to people who give explicit permission to be contacted. Responses have been highly favorable.
A very positive evaluation of the project was written by the Area Agency on Aging from which the project receives a small grant.
A survey to evaluate the project from the point of view of the librarians who use the computerized file to deliver information and referral service was conducted in August 1976. It revealed that the librarians have become increasingly comfortable with searching an on-line file and wanted to learn more sophisticated searching techniques.
Funding for FY 1977-78 will come from a combination of Library Services and Construction Act funds, System funds, member libraries, Area Agency on Aging, and County General Revenue Sharing. This shared funding implies positive evaluations of the project by each contributor.

FOR PROJECT REPLICATION

▸General Criteria

A flexible, generalized information storage and retrieval computer system must be available.

Reference and branch library staff should be interested in providing information about local human services and be willing to learn how to search an on-line file in order to do so.

It is essential that cooperative relationships with other agencies providing information and referral services be established as early as possible. A project advisory committee consisting of staff of those agencies is strongly recommended.

▸Staffing/Training Requirements

1 full-time librarian-project director who is skilled in information and referral work and is familiar with the use of on-line computerized files.

½ time (or more) librarian with knowledge of human service vocabularies who gathers data for file and has some familiarity with computerized files.

¼ time translator with ability to work out translations of human service concepts.

A computer programmer who can develop initial programming and who will take care of problems and changes as they occur. CIP has worked with a Stanford University Computer Center programmer on a contract basis, $20/per hour.

½ time clerk-typist with word processing skills.

Reference librarians of member libraries.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Documentation is available at 10¢ per page including:
Two manuals describing how to search, retrieve and display information.
Instructions on gathering information and putting it into the system.
Samples of evaluation materials.
Copies of computer programming in SPIRES language.
A manual of instructions for updating the information and a data base manager's handbook will be prepared in FY 77-78.
Samples of flyers in English and Spanish and of Public Service Announcements in both languages.

▸Demonstration/Site Visit

Visitors are very welcome. Appointment must be made in advance.

▸Training

Consultation by telephone or mail with project staff. Consultation at other sites available at $100/day plus expenses.

CONTACT

Ms. Jane Irby, C.I.P Project Director
Peninsula Library System
c/o San Mateo Public Library
55 West Third Avenue
San Mateo, California 94402
(415) 344-7926

PROJECT: MCLS LIBRARY SERVICE TO THE DEAF AND HEARING IMPAIRED

▸Description

This Metropolitan Cooperative Library System (MCLS) project serves the deaf and hearing impaired throughout the greater Los Angeles area. Its goal is to bring them into the mainstream of library service by helping them use libraries as information and social centers, making libraries responsive to their special needs, and sensitizing the hearing population to the problems of deafness. A Resource Center at the Santa Fe Springs City Library provides: project staff; a toll-free teletypewriter (TTY) for reference, interlibrary loan, and general information in Southern California; a collection of books, periodicals, films, and videocassettes of interest to the deaf; free delivery service. The Center interacts closely with other agencies serving the deaf and maintains extensive publicity, speaking engagements, a monthly newsletter, and a project Advisory Board. A model plan of service is being implemented within each of the 25 MCLS member libraries. Elements of the plan are: community survey, reference and interlibrary loan, captioned films, programs for deaf children, rotating loans and displays, videocassette programming, collection development, workshops on manual communication skills for staff members, exploration of public TTY in member libraries.

▸Users

Deaf community: deaf children and their parents; deaf adults and friends of the deaf; library, educational and social agency staff members working with the deaf; persons who come in contact with the deaf; relatives of deaf persons.

▸Facilities/Materials Required

TTY with print-out capability; acoustic coupler; automatic answering unit; incoming WATS line phone; office telephone. A collection of signed, captioned and non-verbal films was developed for use by libraries, individuals or agencies. Special print materials include journals, books and pamphlets on deafness and the physiology of hearing, and signed picture books. Meeting rooms are essential for use of deaf groups, captioned film showings, and classes in manual communication. Video monitors, playback/recorders and captioned videocassettes were purchased for each library.

▸Descriptors

Deaf and/or Hearing Impaired
Information and Referral Services

▸Financial Requirements

The total budget for the initial two year period was $142,510 which included $28,000 for personnel, $35,300 for equipment, $12,000 for materials, and $32,310 for operating expenses. Another $34,900 came from local and/or state funds. An additional $74,515 has been awarded as a one-year renewal grant for 1977-78.

▸Evaluation

A project Advisory Board, consisting of 5 librarians and 5 members of the deaf community (2 profoundly deaf), was formed to hire the Project Director, monitor the progress of the grant, and provide feedback from the target group. The successful response from the target group was largely due to the Project Director's close involvement with the deaf community, her skill as a professional interpreter, and the building of strong ties through public appearances as speaker/interpreter/resource person. Contacts for advice, assistance, and subscription to the monthly newsletter now total over 250. Use of TTY and video services grows as publicity fosters greater community awareness. Apart from traditional public relations channels, person-to-person recommendations of the service have been very important.

FOR PROJECT REPLICATION

▸General Criteria

A concentrated population of deaf and hearing impaired people.

Close project contact with the deaf community and their participatior on the Advisory Board.

Access to funds for personnel, collection, and program development.

Participation of all libraries in the target area.

TTY service is important if machines are available to the local deaf community. 24-hour answering is desirable; toll-free service is optional. Structure of communication network and toll-free service could be local, regional, or statewide according to the area's nique requirements.

▸Staffing/Training Requirements

A Project Director who is very knowledgeable about the deaf, enthusiastic, and very skillful with total communication. Previous library experience is desirable. Responsible for teaching manual communications workshops, helping assess needs of deaf community, and acting as liaison/ contact person between the deaf population and the library.

A Project Librarian who is a professional librarian responsible for: organization and operation of the resource center; investigation of sources, acquisition and cataloging of print and non-print materials; publicity; preparation of bibliographies, brochures, and traveling exhibits; maintenance of project statistics, reports, and evaluations; and related duties.

One part-time clerical assistant.

Staff of member libraries are in effect project employees, therefore, manual communications and deaf awareness training are very important for them. Staff from System libraries have participated in sign language classes and continue to attend occasional brush-up seminars in order to maintain proficiency.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Project Brochure, film list and monthly newsletter "Finger Tips" - available free.

Bibliography of Resource Center Collection; Booklet on how to locate the deaf in your community. Being developed; will be available in late Fall for as yet undetermined prices.

Copies of the 24-page original and 34-page renewal grant requests have been found by inquiring agencies to be useful tools for replication of services. Both are available at cost of duplication, $2.00.

▸Demonstration/Site Visit

Site visitation at the Santa Fe Springs City Library Resource Center is available by appointment. Consultation with Project Director by phone or mail.

▸Training

Manual communication classes and other workshops for library staff members could be audited by outside interested parties.
Project Director and/or Advisory Board Chairman are available free for local presentations. Their expenses should be paid for speaking engagements outside the Los Angeles area. Project Director is expert in signing and reverse interpretation.

CONTACT

Mr. Joe DaRold, Advisory Board Chairman
MCLS Library Service to the Deaf and Hearing Impaired
Santa Fe Springs City Library
11700 Telegraph Road
Santa Fe Springs, California 90670
(213) 868-7738

PROJECT: SIERRA-TAHOE PROJECT -- MOUNTAIN-VALLEY LIBRARY SYSTEM

▸Description

The Sierra Mountain Range counties of California and Nevada share a common geography, history, development pattern, sensitive ecological balance, and resultant information needs. The Sierra Tahoe component of Mountain-Valley Library System studied those needs and recommended the establishment of a bi-state, intertype library consortium to foster cooperation in addressing information access. The consortium, Sierra Libraries Information Consortium (SLIC), began in March 1977 with 18 members.

Bi-state reciprocal borrowing was the first area project to allow public library clients to meld their market and travel patterns with library use. SLIC is concerned with accessing the wealth of technical information about the Lake Tahoe region collected by the multitude of Federal, state, local and bi-state agencies, academic researchers, and private collectors. A SLIC committee is establishing a regional resource center for such items, staffed by a librarian who will conduct technical material usage workshops for researchers, residents and decision-makers. A bibliography of Tahoe research materials is the start-up data base for a regional union catalog.

▸Users

Public, academic and special libraries and their clients in the geographically isolated area of the northern Sierra Mountain Range, from nine counties along 370 miles of the California/Nevada border. The regional resource center will specifically address the needs of area environmental researchers, resource managers, land developers and the electorate in the process of determining a land use policy.

▸Facilities/Materials Required

The collection of materials for the regional resource center will be housed in a future designated repository. Unique, one of a kind, and hard to find items will have to be microfilmed for the collection.

The U.S. Mail and the telephone currently serve as communication and delivery links between member libraries and agencies. Studies have shown the desirability of other modes for future linkage. A United Postal Service contract is being explored as a delivery model by several of the SLIC members.

▸Descriptors

Interlibrary Cooperation
National/Regional Resource Centers
Bi-state Library Cooperation

▸Financial Requirements

Mountain-Valley Library System provided a 1/2 time librarian for the original needs assessment and currently supports SLIC with a 1/2 time coordinator, $10,000/yr. SLIC members provide direct and indirect costs for other projects and seek grant support. There are no membership or entry fees. Current grant support is provided for a full-time librarian for the regional collection, $15,000/9 months.

▸Evaluation

Bi-state reciprocal borrowing has been favorably greeted by both users and area librarians. Other SLIC projects are in the start-up phase. SLIC members are excited by the concept of an informal alliance which allows for many cooperative ventures to be undertaken as needs arise.

FOR PROJECT REPLICATION

▸General Criteria

Need for cooperation enhanced by geographic isolation of the region and the interdependent spirit common to such areas. Political tensions created by the bi-state nature of the area must be recognized and used to advantage whenever possible.

Start-up phase must include adequate lead time for librarians to get to know each other, to feel comfortable in the alliance and to see how their library or agency can be a part of and helped by membership in the consortium. An adequate needs assessment must precede the organization.

The cooperative nature of such an informal alliance as SLIC requires much in-kind support from its membership, and a willingness to allow staff to work on projects such as the union catalog of research materials.

The diversity of agencies and libraries in the region working on common information concerns creates a climate necessitating working together for mutual benefit.

▸Staffing/Training Requirements

The SLIC cooperative alliance needs individual members working on committees instead of relying on paid staff for many projects. Other projects will hire staff as needed. All member agencies and libraries participate in decision-making, planning and actual project implementation through an appointed representative to the SLIC Board.

Regional resource librarian must be skilled in working with large groups with diverse interests.

1/2 time coordinator must be familiar with different types of libraries, sensitive to the political implications of bi-state cooperation, and skilled in establishing rapport through individual and large group contact.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Lake Tahoe Research Materials Union Catalog will be produced on microfiche in late 1977. No price set. Statement of Cooperative Intent, the SLIC establishment instrument, available as a guideline for establishing such an organization. The reciprocal borrowing agreement is also available. Sample bookmarks and other handouts advertising the reciprocal "cross-the-line" borrowing available. Support materials for workshops on using technical information will be available in late 1977.

▸Demonstration/Site Visit

Regional resource center is open to the public at Lake Tahoe. Visits can be arranged by appointment.

▸Training

Consultation by mail or telephone.

CONTACT

Mrs. Maureen D. Trimm
Resource Development Librarian
Mountain-Valley Library System
828 I Street
Sacramento, California 95814
(916) 444-0926

PROJECT: DANBURY VIDEO PROJECT

▸Description

The project aims to meet the library's information responsibilities through the innovative utilization of video and cable technology. The project was designed to help the public library take advantage of local access cable channels made available by Federal Communications Commission regulation. It was further designed to stimulate full use of these channels by community individuals and organizations. On a weekly basis, a variety of programs are cablecast while maintaining the officially designated municipal and community information service for the city via the cable channel 24 hours a day. In addition to promoting specific library programs and services, the community access programs help meet the library's larger responsibilities as a public information agency. Mayor's reports, job information, women's issues, children's poetry and story times, programs for the elderly and non English-speaking, all place the library in the mainstream of community life. Through training workshops, and in some cases individual training, the project encourages individuals and groups to produce their own programs and ensures good use of library equipment. These programs, produced by patrons, are generally cablecast and used to enrich the library's collection.

▸Users

The general community population, with special emphasis on those groups whose needs are not adequately being met by the commercial media, such as the aged, children, non English-speaking persons, and the disadvantaged.

▸Facilities/Materials Required

A medium-size enclosed space (ex. 20' X 40') to serve as a studio and production center, and a multi-purpose office space are necessary. Other areas in the library (meeting rooms, story areas) can be utilized as studio type space with mobile production equipment. A modest production facility might include two b/w cameras, a switcher (Special Effects Generator), at least one videorecorder (preferably two for post-production editing) and accessories (lighting and audio, etc.). A "message wheel" (literally, typed information cards revolving in front of a camera) with a modulator is a relatively low cost, low maintenance way to open up an access channel 24 hours a day. Other than videotape itself, few supplies are needed to begin.

▸Descriptors

Audio-Visual

▸Financial Requirements

Initial cost of the project was $25,000 which included the initial capital investment in equipment and videotape at $12,000. Staff included one full-time Video Director and two part-time people. As the project continues and grows, yearly equipment purchases decrease, but additional full-time and part-time staff become necessary to maintain programming increases, making a $25,000 to $30,000 yearly cost not unrealistic.

▸Evaluation

Programming for an access channel is primarily directed toward providing a means of communication for the various groups in a community. Therefore, the amount and variety of programming produced at the library has become the most reliable indicator of the level of community interest and the success of the project. The quality of the programming is also important. Earning national recognition from the John Cotton Dana Award and the National Cable Television Association Award (for best children's access programs) has also confirmed the merits of the Video Project's productions. At present, a telephone survey of cable subscribers is being conducted to help evaluate the project's impact.

FOR PROJECT REPLICATION

▸General Criteria

A cable television system with a non-commercial access channel (public, municipal, or education) available.

A two-way cable drop (both upstream and downstream) at the library and a basic video equipment package.

This type of project works best in a community which does not have its own broadcast television station since there is a greater need for the expression of local issues and groups on television. But, due to the inaccessibility of most broadcast stations to local groups, the presence of such a station does not necessarily preclude the need for a functioning access channel.

Willingness of the library staff to support new models of information service to a non-visible public.

Local support and publicity are very important.

▸Staffing/Training Requirements

At least one full-time person trained in the use of video equipment, with production skills to develop programming and some experience in developing community access situations. Some administrative and grant-writing ability very helpful.

Some access to a video technician, either hired part-time or available from the cable company. (Necessary for emergencies.)

Part-time staff and volunteers (library can provide training) with connections into various local community groups to help stimulate programming.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

A 28-minute videotape entitled "The Open Channel" documenting the value of community access activities at the Danbury Public Library is available for $40.00 (or send 30-minute blank videotape and $15.00). Copies of videotape programs and demonstration tapes (collage of sample taped programs) may be obtained through the library for a fee based on the length of the videotape. A tape catalog, samples of schedules and scripts are available upon request.

▸Demonstration/Site Visit

Site visits can be arranged for any weekday during working hours by appointment. Consultation with Video Director or Project Director by telephone or mail.

▸Training

The Video Project's periodic training workshops for area librarians and community members could be participated in by outside parties. Special training can be arranged for librarians interested in replicating the project. Fees negotiable.

CONTACT

Mr. Stuart Porter, Asst. Dir.
Mr. William P. Morton, Video Dir.
Danbury Public Library
P.O. Box 1160
170 Main Street
Danbury, Connecticut 06810
(203) 792-0260

PROJECT: TARGET CHILDREN: URBAN 5

▸Description
A cooperative five city project, Target Children: Urban 5 was designed by the five heads of urban library children's services in an effort to extend their capabilities to serve city children. Based on a demographic group study which also incorporated an appraisal of each library's needs, the project sought to pool resources and expertise and thus expand services. Utilizing an "affinity grant" to jointly purchase new and innovative materials, the project acquired a variety of audio-visual materials and realia. These were carefully selected for specific impact on reading skills improvement and on bolstering self-image of ethnic/racial minority children. Other materials that have been purchased by the project are related to parenting and/or provide for intergenerational interaction. The project rotates these materials every three months among member libraries. Use of these new materials in special programs has attracted many non-users to the library and helped meet the needs of inner-city children. The project's aims are thus achieved through careful cooperative purchase planning, cooperative staff training, and regular meetings. The project also encourages local public relations efforts in order to stimulate additional local monies needed to support these special services.

▸Users
Urban children in Bridgeport, Hartford, New Britain, New Haven, Stamford. 1974 raw data figures estimate this population at 147,136. Initial phase was mainly oriented toward young children. In 1976-77, the project targets older children, plus some added materials for young children. Black, Puerto Rican, Polish, Spanish, Italian, and Greek are the dominant ethnic heritages.

▸Facilities/Materials Required
Within each member library: Children's Room space for audio-visual equipment, tables for in-library use of toys and games (separate areas preferable); meeting room space for programs (desirable).

Materials utilized in this project include: filmstrips; toys, including musical instruments, puppets, puppet theaters, activity games (i.e. Realia); Heritage boxes (subject boxes with items to touch and discuss); paperbacks chosen to coordinate with materials, for bilingual interests, and/or for high-interest-low vocabulary needs. Equipment included filmstrip projectors and viewers.

▸Descriptors
Interlibrary Cooperation
Chilren's Services
Outreach - Urban

▸Financial Requirements
Initial project funding of $10,900:

Sound filmstrip projector and viewer per library	$2,900
Heritage boxes @ $100 x 2 per library.....	1,000
Realia	1,800
Filmstrips and cassette packages.....	2,300
Paperbacks.....	2,000

Individual local library costs include selecting, processing, making-up packets, and training.

▸Evaluation
Project has shown that cooperation among urban libraries is an effective measure in combating rising costs and shrinking budgets. Rotating materials collections made new items available every three months which helped to maintain patrons' interest. Cooperation also made a greater variety of projects and programs possible. The expertise of participating librarians was broadened by the sharing of ideas and experiences that resulted from the project's many cooperative activities. The project has also demonstrated the value of audio-visual materials, realia, games, etc. in children's programs and shown that these materials can reinforce reading and writing skills and should have a place in the public library and in the library budget.

FOR PROJECT REPLICATION

▸General Criteria

Community analysis (demographic study) and a needs assessment must precede any program planning.

On-going experience of working together and pooling information about each participating library's objectives, problems, and solutions is necessary. Adjustments can then be made in program plans to accommodate individual library/community priorities.

Joint input into grant and espousal by library directors is essential.

Specific responsibilities should be divided up immediately to get project underway quickly.

Zeroing in with specific focus on each system is important to assure measurable benefits with minimum expense.

Shared staff training and local public relations activities is beneficial to all libraries involved.

▸Staffing/Training Requirements

The Children's Services Coordinators of the five participating urban libraries were the prime representatives of their libraries in this cooperative program. Every staff member of the five libraries' Children's Services departments was involved in some project activity.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Packet containing Time Log, Monthly Report forms, Source List of Realia, listing of "Toys to Give" and bibliography of filmstrips is available with a stamped self-addressed large manilla envelope.

Videotape (25 minutes) about the project can be borrowed by special request through the State Library.

Article, Connecticut Libraries, January 1977, TC:U5 What Is It?
Article, Drumbeat, Heritage Boxes In TC:U5.

▸Demonstration/Site Visit

Site visits by appointment only.

▸Training

Observation of monthly meeting through written request. Additional information available by mail or telephone.

CONTACT

Ms. Faith H. Hektoen, Consultant
Children's and Young Adult Services
Connecticut State Library
Division of Library Development
231 Capitol Avenue
Hartford, Connecticut 06115
(203) 566-3702

PROJECT: VIDEO TALLAHASSEE: A COMMUNITY WORKSHOP

▸Description

This project is directed towards collecting informational, educational, and recreational materials unavailable through other library media, and making these materials available to regular library patrons and those who have not yet availed themselves of library services. The project is divided into 3 areas: (1) library production (2) patron workshops and production, and (3) dissemination of tapes. Library productions are done in the library studio and in the community, and cover topic areas such as public affairs, government services, consumer information, local arts, job information, oral history, local documentaries, entertainment, YA and children's programs, etc. Four-hour patron workshops teach patrons the essentials of video production. After completing a workshop, patrons may check out equipment and tape. Staff assists patrons with production planning and problems. Editing and multicamera production workshops are also offered. Library and patron programs are disseminated (1) over the cable, (2) through weekly programs in the community, (3) in the library viewing area, and (4) over local TV stations.

▸Users

Loaned equipment: Any library user age 10 or older in two participating counties. Users who remove equipment from the library must be registered with the video department.
Other services: Anyone living in or visiting the participating counties and surrounding areas.

▸Facilities/Materials Required

Two adjacent rooms sufficiently wired; one a minimum of 220 sq. ft. used for studio, work space, class area; one a minimum of 144 sq. ft. used for control room, storage, editing, equipment check-out, etc. A tape viewing area separate from above. Other facilities utilized include cable TV access studio, commercial and public TV and radio stations, state government TV studios, university ITV studio. Materials include ½" portable cameras and recorders, portable Special Effects Generator, ½" editing decks, studio console and cameras, audio equipment and recorders, 3/4" decks, monitors, tape and graphic supplies.

▸Descriptors

Audio-Visual

▸Financial Requirements

Initial 2 year start-up costs for staff, space, equipment, and maintenance were $140,000. Continuation cost for all services presently performed is approximately $60,000 per year.

▸Evaluation

This project has allowed the library to provide community members with their own means of supplying one another informational, educational and recreational materials, and has made it possible for the library to create and distribute materials otherwise unavailable. Patron use of library equipment and facilities has steadily increased (500% since the start of the program -- taxing the limits of what is physically available), and the video department has had requests from a number of organizations and agencies including county government, the State Division of Cultural Affairs and a local TV station to work cooperatively with them in producing and disseminating materials that have been assessed as needs of the community.

FOR PROJECT REPLICATION

▸General Criteria

The foremost criterion is the existence of local information and educational and recreational activities that are not easily available through other library or community media, and are desired or critically needed by people in the community.

A recognized need by library administrators for staff professionals with primarily communications backgrounds.

A willingness to establish or an already established working relationship with local newspapers, TV and radio stations, cable TV systems, and any other media production centers.

Local government support and active participation by library patrons and community organizations are essential for continuation of this type of service.

▸Staffing/Training Requirements

This program employs a staff of 5, including 3 full-time communications professionals, and 2 part-time video technicians.

Also utilized are a group of 8-10 interns from a university communications department (library provides training).

Volunteers skilled in audio and/or video production and recruited from local television stations, radio stations, and theater centers are utilized when other personnel needs arise.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Any of the following materials may be obtained free from the video department:

--publicity brochures describing complete project services
--internship syllabus
--workshop outlines
--patron rules and regulations
--patron registration forms
--check out forms
--patron use forms (for statistical purposes)
--cablecasting release forms
--catalog of tapes (presently in preparation)

▸Demonstration/Site Visit

Site visits to the video department are welcome. Appointments should be made in advance. Consultation with Project Coordinator by telephone or at the library.

▸Training

Workshop training in single and multicamera productions and editing can be provided for interested library personnel. Workshops must be scheduled in advance.

CONTACT

Ms. Anne M. Johnson
Video Coordinator
Leon County Public Library
127 North Monroe Street
Tallahassee, Florida 32301
(904) 487-2665

PROJECT: "OPERATION BOOTSTRAP"

▸Description

The purpose of this project is to enable the library to serve as a resource center, providing audio-visual materials and equipment to agencies and organizations which have specific programs and services designed to raise the educational, economic and cultural status of the disadvantaged. The project is unique in that it is a "package deal" that includes audio-visual materials, equipment, projectionist and delivery service (if needed), plus selection, acquisition, circulation and maintenance. This project is flexible in operation and administration. Its aim has been to cooperate with and complement the efforts of those agencies serving disadvantaged persons. These agencies have incorporated the library's materials in their program planning and, in turn, materials are purchased by the library to meet the program needs of the agencies being served. Although film programs are the most in demand, the project has also cooperated with agencies to meet other community needs. For example, a reading readiness program was sponsored jointly by the library and the school department. The schools provided five teachers, the school buildings, and free lunches for the children while the library provided additional staff, materials, and multi-media kits.

▸Users

Agencies serving the disadvantaged, e.g., drug abuse information and treatment centers, social agencies, adult education programs, health department, recreation department, rural schools and churches, low-income housing project programs, schools and hospitals for the retarded, senior citizens and nursing homes, and various non-profit organizations in the five counties comprising our region.

▸Facilities/Materials Required

Storage space and work area for housing and disseminating materials. A film inspection machine, maintenance equipment and repair facilities, shelving, audio-visual software and hardware are needed. A truck or van for the Program Coordinator's use in transporting materials and equipment is also necessary.

▸Descriptors

Audio-visual (films, filmstrips, slides, art prints, records, cassettes, equipment)
Outreach--rural and urban
Inter-agency cooperation

▸Financial Requirements

Initial funding was approximately $40,000 which was used to purchase the van, audio-visual materials, software, and some equipment. To maintain the program, the cost is $30,000 to $35,000 annually for replacement of worn materials, van operating expenses, and new acquisitions to keep up with the steadily increasing demand. Personnel costs are not included in the figures listed above.

▸Evaluation

Statistics and other records have been maintained which reflect that materials and services are receiving extensive use and that the project has become an established service to agencies serving the disadvantaged. The project has grown rapidly and presently requires between 150 and 200 miles of van travel per day five days a week to meet the demand for services.

FOR PROJECT REPLICATION

▸General Criteria

A regional survey is necessary to assess need for such services in areas to be reached. There must be a high percentage of population at or below the poverty level (our 5 county region averages 49% disadvantaged).

Special agencies or organizations (in our region--139) which have specific services and projects for the disadvantaged must be operative and utilize (or be willing to utilize) audio-visual materials in their programs.

The program coordinator must be cognizant of the needs of the people to be served, imaginative, informed, conscientious, dedicated, and have a good working relationship with the agencies and organizations served.

Good public relations is vital to the success of the program.

▸Staffing/Training Requirements

One full-time professional librarian who administers and supervises the project and personnel. Supervises acquisition and dissemination of all audio-visual materials and equipment. Conducts a continuing survey of the needs of patrons and project recipients.

One full-time para-professional with a college degree who assists with selection, acquisition, cataloging and dissemination of materials. Also assists in keeping acquisition records and other statistical data on projects.

One full-time coordinator with two years of college or specialized training who coordinates all circulation of materials and services to rural schools, rural branch libraries, and organizations serving the disadvantaged. Also delivers materials to the counties, keeps records and statistics and conducts special programs.

One clerical assistant who assists with ordering, receiving and record keeping, and assists patrons in selecting materials and operation of equipment. General circulation duties.

Two part-time supply clerks, high school or college students, for general circulation duties.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Brochures, book catalogs, posters, and newspaper articles. Available free of charge as long as supply lasts.

▸Demonstration/Site Visit

Site visits by appointment only.

▸Training

On-site training through observation of on-going program. Consultation by telephone or mail.

CONTACT

Mrs. Edna Grant Parker, Librarian
Fine Arts Department
Chattahoochee Valley Regional Lib.
W.C. Bradley Memorial Lib., Hdqs.
1120 Bradley Drive
Columbus, Georgia 31906
(404) 327-0211

PROJECT: INDIAN LIBRARY PROJECT

▸Description

Operating under an inter-state cooperative agreement, this project aims to bring effective library services to the Indian population of Sioux City, Iowa and to the Winnebago Reservation in Northeast Nebraska. Library services specially geared to meet the cultural needs of three Indian tribes are made available to the reservation via bookmobile and to the urban Indian community through a deposit collection in the Indian Center and an easily accessible permanent collection in the Sioux City Public Library. Indian para-professionals are employed and trained to serve as liaison persons. The Library acts to bring a greater measure of understanding and appreciation of Indian history and culture to both Indians and non-Indians of the area. It also records and publicizes the Indian's problems and their efforts to solve them. Library activities include: information and referral service; classes in arts, crafts, and tribal languages; tutoring for the General Educational Development tests (high school equivalency exams); student merit awards; talks to groups of all ages; printing of a newsletter; day care center storytelling; showing of films; and cooperation with other Indian-interest groups.

▸Users

Primary target group is area's Sioux, Winnebago and Omaha Indian population. Indians living on the reservation are currently estimated at 1,500. Urban Indians number approximately 3,000. Secondary target group is the general public of Sioux City, approximately 85,000 persons.

▸Facilities/Materials Required

Space 30' x 15' within the library in Sioux City with use of an adjacent meeting room. Strong collection of print and non-print library materials with emphasis on Indian history and cultures. Includes books, magazines, films, art works, recordings, and newspapers on subjects such as Indian handcrafts, art forms, medicines, cooking, and jewelry-making. Core collection of 500 volumes is sufficient for deposit collection in the Indian Center. Office and craft supplies, reference books, telephone, teletype and mail services are also needed. At the Winnebago, Nebraska Center, a van is operated to take library materials to outlying areas. The library occupies 956 sq. ft. in the new community center, with a carpeted adult reading area, space for children's art work, and a room for daylight film showing and seminars.

19

▸Descriptors

Native Americans
Outreach
Bilingual/Bicultural
Information and Referral Services
Bi-state Library Cooperation
Bookmobile

▸Financial Requirements

In Sioux City, an annual budget of $10,000 is adequate for operating expenses. This does not cover purchase of special equipment or materials.

An additional $20,000 is needed for the project in Nebraska to provide for the van, its collection of materials and additional personnel.

▸Evaluation

Monthly records showing numbers in attendance at various activities, numbers of materials in circulation, talks and programs, narrative reports of para-professionals and Coordinator all attest to Indian interest in the project's activities and services. The project has contributed significantly to the motivation of young adults to remain in school and to seek post-secondary educational opportunities. Through student merit awards for "Student of the Month," scholastic achievement articles in the newsletter, and field trips to local institutions of higher education, the Library is combating the high drop-out rate typical of Indian schools. The project's activities have also given adults encouragement to improve their situations and have helped stimulate the non-Indian community's appreciation for the values and contributions of this ethnic minority.

FOR PROJECT REPLICATION

▸General Criteria

A basic consideration is the commitment of the Board of Trustees and the Administration toward service to the ethnic minority.

Input from the Indian community itself in all stages of planning and implementation is vital.

As in all library service, a position of neutrality is essential in order to meet the needs of Indians of many different viewpoints.

▸Staffing/Training Requirements

In Sioux City, the para-professional assumes most responsibilities and duties, working in consultation with the Project Coordinator and with the help of volunteers and the language instructors who receive a small stipend. In-service training in basic library techniques is necessary (alphabetizing, filing, shelving, circulation procedures, etc.). An alert mind, dedication to aims of the project and service to one's people are basic requirements of the para-professional. He/she needs to be articulate, also. Little attention is paid to educational level of attainment. (One of our best was a high school dropout,)

In Winnebago, Nebraska, a staff of two are required to keep the van in operation and for children's work.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Packet of information containing sample brochures, newsletters, and narrative of the program is available for cost of mailing.

▸Demonstration/Site Visit

Visitation by appointment only.

▸Training

Consultant services are available for expenses only. Workshop training can be arranged and would require a small stipend. On-site training through observation would be possible within the limits of time available. Consultation by phone or mail.

CONTACT

Mr. Rodney J. Maxwell, Director
Ms. Marie C. Jones, Proj. Coordinator
Sioux City Public Library
705 Sixth Street
Sioux City, Iowa 51105
(712) 279-6183

PROJECT: OUTREACH AND ENRICHMENT

▸Description

The project's goals are: to increase library services to people, who because of physical or psychological reasons, are unable to use the library; to delivery library materials to these groups of people; and, to encourage them to visit and use the main library. The project began in 1970 with bookmobile service to low-income areas identified by the Paducah Planning and Zoning Commission. From the outset, television provided the needed impetus for the project. For seven years, local TV stations have made weekly programming time available to promote library services in public affairs, news, and children's programs. The programing is done on commercial stations as a public service. The library personnel who present the TV programs also conduct storyhours for disadvantaged and handicapped children, operate the inner-city bookmobile, show films, and distribute books to agencies and institutions serving the elderly and infirm. The project's goals are realized through this combination of TV and personal contact.

▸Users

All ages in low-income neighborhoods, Head Start children and parents, preschoolers attending Community Chest Centers, Opportunity Workshop (handicapped adults), Easter Seal Center (Handicapped children), nursing homes and hospitals, city and county jails, adult basic education classes; Boys Club. Program serves approximately 28,000 of these patrons annually. Weekly television viewers -- 20,000 to 25,000 (according to Neilson and Arbitron.

▸Facilities/Materials Required

Small bookmobile or van.
Library meeting room.
Collection of high interest-low vocabulary books.
Films and projector.
Portable musical instrument and/or tape player.
Records and record player.
Portable puppet stage and puppets.
Audio-visual materials.
Access to a television station.

▸Descriptors

Outreach - Urban
Audio-Visual (TV)
Bookmobile

▸Financial Requirements

Initial purchase of materials was approximately $5,000. (Cost would vary according to type of equipment and books purchased.) Annual program costs are $15,000 to cover salaries of bookmobile drivers and van operating expenses. Additional costs might include purchase of vehicle and more materials. For our project, a van was supplied by the state and materials are contributed from the main library.

▸Evaluation

More books are being read by the disadvantaged and handicapped. Comments by parents and teachers indicate that many children's reading levels are being improved. Children have been given an opportunity to participate in constructive activities not offered by other agencies. These library activities stimulate creativity, motivate reading, and provide enrichment. Paducah has had the opportunity to promote library services to individuals of all ages and cultures. It has been particularly exciting to the outreach patron to share educational and enriching experiences with people he has previously viewed on TV. The blend of TV and personal contact creates an invaluable bond between the staff and the patron. An increasing awareness of library services on the part of the general public and "delivering" the library to those unable to come on their own has been realized.

FOR PROJECT REPLICATION

▸General Criteria

Disadvantaged adults and children in the community who have need of library service.

Willingness of the entire library staff to cooperate in filling these identified needs.

Good working relationships with agencies and institutions serving those persons identified as disadvantaged or handicapped.

Cooperation of local television stations in fulfilling part of the Federal Communications Commission's public service requirements by making broadcasting time available to the library.

Cooperation of newspapers, radio stations, and other media for publicity.

▸Staffing/Training Requirements

Two full-time employees skilled in library services, the performing arts, and creative arts.

One part-time bookmobile driver (10 hours).

One part-time bookmobile assistant (10 hours).

One part-time clerical assistant (10 hours).

Community volunteers for special programs.

Media expert volunteers for special programs.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

A copy of annual report which explains the project in detail and has suggested television formats is available for $4.00 (cost of copying material).

▸Demonstration/Site Visit

Site visits can be arranged by advance appointment.

▸Training

Training can be provided by observation of the program.

Consultation with the Project Coordinator by telephone or mail.

CONTACT

Mr. Tom Sutherland, Director
Paducah Public Library
555 Washington Street
Paducah, Kentucky 42001
(502) 443-2664

PROJECT: LITERACY VOLUNTEERS OF SOUTHBRIDGE

▸Description

The primary objective of this program is to instruct non English-speaking and/or functionally illiterate adults to read, speak, and write English. Acting as a link between two divergent groups -- the literate, educated, middle-class volunteer (retirees, businessmen and women, college students, etc.) and the undereducated adult, this library program furthers literacy, promotes life coping skills, and makes information on educational opportunities and community services available to its students. It is comprised of a group of volunteer tutors, known as the Literacy Volunteers of Southbridge (LVS), who are willing to devote two hours per week for one year and are capable of instruction on a one-to-one basis. Coordinating the volunteer's efforts is a Project Director who recruits tutors and students, coordinates tutor training workshops, develops publicity, orders materials, and acts as the community representative. The program is affiliated with Literacy Volunteers of America, Inc., a national education group, and utilizes its training materials and management format.

▸Users

Adults who are unable to read or speak English with competency (generally below 5th grade level), and non English-speakers needing English as a second language. Some students are in rehabilitation programs for vocational retraining, others are foreign-born low-income factory workers. Students are referred to the library program from social service agencies, schools, and churches.

▸Facilities/Materials Required

A library with meeting rooms and study areas. Students and tutors may conduct sessions at sites other than the library. Tutor training kits containing handbooks and duplicated materials are needed for workshops. Student materials: workbooks; bilingual dictionaries; picture dictionaries; word games; survival signs; picture files; easy-to-read fiction/non-fiction, handbooks on employment, banking, government, basic math, credit, vocations, etc. An adult resource collection with texts on working with the disadvantaged, teaching English as a Second Language, overcoming learning disabilities, etc. was purchased and made part of the lending system. Tape recorders and cassettes, a slide projector, screen, and slide trays are useful aids.

▸Descriptors

Adult Basic Education
Bilingual/Bicultural
Volunteers

▸Financial Requirements

Initial student allocation was $25 each; $15 each for tutor materials; $600 for audio equipment; $1,500 for an adult resource collection. Other expenses have included coordinator's salary, duplicating costs, postage, and stationery items. Second year costs were lower due to carryover of first year materials.

▸Evaluation

In the first year there were over 40 active tutors, 45 students, and a waiting list of students needing tutors. More than 60 volunteers were trained and over 55 learners participated in the program for one month or longer. Five of these participants have applied for and received their citizenship papers as a result of their new English reading and speaking ability. Many have improved their situation by getting better jobs and enrolling in formal adult education classes. LVS has become a community resource for social service organizations, schools, and industry. It expands on the public school system's adult basic education classes which operate in the evening during seven months of the year. Some students participate in both programs, others can be aided only by the less formal, one-to-one teaching method utilized by the library program.

FOR PROJECT REPLICATION

▸General Criteria

Need for literacy education in the community due to a sizable population of functionally illiterate or non English-speaking adults.

Cooperation from area schools, churches and other agencies for referral. Cooperation from rehabilitation agencies is helpful in obtaining diagnostic testing for persons with learning disabilities. Assistance from professional reading teachers is helpful in organizing reading programs for adults with special needs.

Volunteer tutors willing to work with adult learners and a coordinator who has good administrative skills and is capable of working with adults on all levels.

Media and local business support are important for publicity and financial backing.

▸Staffing/Training Requirements

A part-time coordinator to recruit, train, and administer the program. The coordinator's training was arranged through the Literacy Volunteers of America, Inc. state office. Training is essential to prepare the coordinator for program management.

Services of the library bookkeeper in handling accounting, paying invoices, and keeping financial data.

Trained volunteers who have participated in a 14-hour workshop.

Professional volunteer speakers for in-service programs.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Training and support materials available through Literacy Volunteers of America, Inc., 3001 James Street, Syracuse, N.Y. 13206. LVA state offices and affiliates have handbooks, a bibliography, publicity packets, posters, duplicated materials, etc. at nominal costs.

▸Demonstration/Site Visit

Site visit by appointment.

▸Training

Tutor training workshops and in-service programs are conducted as needed. Observers are welcome to attend for a fee. (Fees available upon request.) Consultant services available for travel expenses and a negotiable per diem fee.

CONTACT

Ms. Susan L. Enholm
Project Director
Jacob Edwards Memorial Library
Main Street
Southbridge, Massachusetts 01550
(617) 764-2544

PROJECT: COLLEGE WITHOUT WALLS

▸Description

St. Clair Shores Public Library's COLLEGE WITHOUT WALLS (CWW) program is an information, counseling, and tutoring service that helps individuals develop and carry out an independent study program for college credit or self-enrichment. Professional counseling is provided gratis by the library to any person requesting it. (Students are often referred to this library service by high school counselors and local community college advisors.) The educational counselor assists the potential student in identifying his educational and career goals and helps organize a study program to achieve them. Utilizing the library as a main resource and study base, the student then works independently, following the counselor's advice and additional recommendations made by library staff regarding the most suitable materials. Intermittent counseling and aid in self-evaluation before attempting examination is available by appointment. The library also provides information about and helps make arrangements for students to obtain college credit through the College Level Examination Program (CLEP). CLEP is a system of credit-by-examination offering individuals an opportunity to receive credit for knowledge acquired through informal study, employment, life experiences, etc.

▸Users

People of all ages and backgrounds who need or desire postsecondary education but who are unable to attend college because of economic status, physical or emotional health, home and family responsibilities, or employment schedule.

People seeking non-credit or self-enrichment postsecondary educational experiences and those needing educational counseling.

▸Facilities/Materials Required

Program requires availability of private office space with telephone and typewriter for individual counseling.

Library Conference Room with seating capacity up to 50 is used for group tutoring and workshops.

Specially designated shelving area for CWW materials. Our collection currently contains 1400 volumes of college-level texts and reference materials plus audio-visual materials.

▸Descriptors

Independent Learning
Adult Continuing Education
Educational Counseling

▸Financial Requirements

Funding in the amount of $56,000 enabled the program to: hire a part-time professional counselor; purchase college texts, CLEP information and sample exams, audio-visual materials, office equipment, and supplies; and advertise the service.

Continuation costs are approximately $5,000 and consist of counseling fees ($3,000) and updating study and promotional materials ($2,000).

▸Evaluation

The following evaluation includes analysis of the counselor's monthly reports and survey of 1,295 registrants.

25% of these registrants actively participated in the program. Of this 25%, 148 students earned 3 to 30 semester hours for a total of 1,546 semester hours of college credit. 34% of these registrants planned to participate in the program at a later date. 32% of these registrants decided to attend college classes. 9% expressed no interest.

Registrants were evenly divided between the under and over 30 age groups. 60% of registrants earning college credit were women. Registrants used 5 CLEP testing centers and transferred credit to 14 colleges and universities, 2 of which were out-of-state.

FOR PROJECT REPLICATION

▸General Criteria

Individuals in the local area who desire postsecondary education but are unable to attend college classes and individuals who wish to evaluate their postsecondary educational experiences in terms of future educational needs and career goals.

Effective counseling and tutoring services are absolutely essential to the success of the program.

Good working relationship with postsecondary educational institutions in the area.

Cooperation of library board, administration, and staff, and local governmental officials.

Financial support for and access to instructional materials and services.

Continuing multimedia publicity throughout service area.

▸Staffing/Training Requirements

One part-time professional educational counselor.

1/2 time assistant with secretarial and clerical skills needed if these tasks cannot be absorbed by the library staff.

Library staff must be acquainted with CWW routine which includes registration, collection recommendations, circulation of materials, etc.

Librarians on staff needed to update and maintain the CWW collection.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

The following are available free upon request:

--Promotional brochure describing CWW program and services.

--Publications of the College Entrance Examination Board pertaining to CLEP.

--Sample forms, key to CWW collection arrangement, and promotional materials.

--Subject reading lists.

--Counselor's monthly reports and summaries.

▸Demonstration/Site Visit

Site visitation and/or demonstration by appointment.

▸Training

On-site training through consultation.

Workshops could be provided as needed. Fees negotiable.

CONTACT

Mr. Arthur M. Woodford, Director
St. Clair Shores Public Library
22500 Eleven Mile Road
St. Clair Shores, Michigan 48081
(313) 771-9020

PROJECT: NATIVE AMERICAN ORAL HISTORY - GRAND RIVER VALLEY

▸Description

The Grand River Valley - Native American Oral History Program, governed by a joint Grand Rapids Public Library/local Native American Committee, has been making taped interviews with the elders of the local Chippewa, Ottawa, and Potawatomie. These interviews, comprising approximately 130 hours of discussion with over 125 Indians, are especially rich in the personal knowledge and attitudes they express. Of rare quality, they contain significant materials on tribal history, customs and traditions, ways of life, language, legends, songs and personal biographies. Because the interviewing program was run by Indians and the interviewer was a local Indian woman, the tapes contain information rarely obtained by non-Indian researchers. Reel to reel master tapes are kept as archives; cassette tapes and transcripts, after copyrighting in interviewees name, are available for use in the library.

▸Users

Primary target group and project participants are Native Americans. Tapes and transcripts produced may be used by anyone in the library; other uses by permission of Native American Committee.

▸Facilities/Materials Required

Two offices: one as headquarters, one for equipment and typing of transcriptions. Materials include: tape recorders, both reel to reel and cassette; tape duplicator; foot controls and head phones for transcribers; typewriters.

▸Descriptors

Oral History
Native Americans

▸Financial Requirements

Initial costs were covered by $20,000. Expenditures were as follows: $12,000 for salaries and wages; $1,000 for audio-visual materials; $3,000 for equipment; $4,000 for contractual services. Additional funding of $4,240 extended salaries and travel. To continue for two more years and make all possible further interviews will require approximately $180,300. Production and publication of booklets will cost approximately $39,000.

▸Evaluation

The project has produced oral history tapes of significant content and quality which have been recognized by the National Endowment for the Humanities (NEH) as an important source of information about the area's Indian population. Further funds have been granted by NEH for workshops to train Native Americans to convert the primary materials into booklets usable by both Indians and the general public at adult and school-age levels.

During the course of this project, a working relationship was developed with Indians in the community, opening the door to some in-depth discussions about social issues. The project has also provided meaningful employment for Indians, and, perhaps most importantly, has given a base for greater pride and self-knowledge to both the Indian and non-Indian community.

FOR PROJECT REPLICATION

▸General Criteria

A group of people who, through their experience, can contribute knowledge and flavor of the past, specifically, a group of Indians, or other ethnic group.

At least three staff members who are willing to devote some time and thought to planning, supervision, and training.

Willingness of both library staff and Indians to cooperate with each other on a joint governing/advisory board. In our case the committee was comprised of 9 Indians and 5 library staff persons.

Availability of interviewers from the same ethnic background, preferably from the local ethnic community.

▸Staffing/Training Requirements

Minimum of three regular library staff members are involved.

Hired staff includes: coordinator (cultural anthropologist), an interviewer, three transcribers (clerk/typists), and approximately four full-time equivalent additional persons working at various tasks including interpreting. All the hired staff, except the cultural anthropologist, are Indian. Many more Indian persons will be involved in the production of booklets.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Interview Summary Sheet used by project interviewer to describe the context of the interview, and a sample Interview Record Card are available for cost of duplication and postage.

▸Demonstration/Site Visit

Site visitation by appointment only.

▸Training

Consultant available at $250 per day plus travel expenses.

CONTACT

Ms. Louise Millar
Associate/Deputy Director
Grand Rapids Public Library
Library Plaza, N.E.
Grand Rapids, Michigan 49503
(616) 456-4023

PROJECT: OUTREACH TO THE DISADVANTAGED IN SUNFLOWER AND BOLIVAR COUNTIES

▸Description

The project was begun in an economically depressed two-county rural area to introduce books and library services to the disadvantaged who did not use the existing library branches. Major activities include the following: 1) Placing deposit collections of library materials in 9 community centers (neighborhood facility buildings, housing projects, churches, etc.) and in 13 schools offering Adult Basic Education classes. 2) Working closely with other agencies to provide needed services and to prevent duplication of efforts. For example, Head Start had money for books and materials, but lacked trained personnel to choose them. The library staff began selecting books and audio-visual materials for Head Start, and conducting workshops and in-service training on the use of books and educational television with preschoolers. 3) Providing activities for special groups within the disadvantaged area: puppet shows, storyhours, reading programs, film and filmstrip programs for children, film programs for senior citizens, library orientation for Adult Basic Education groups, etc. The long-range goal of the program is to draw non-users into the library.

▸Users

Disadvantaged persons of all ages, primarily Blacks, living near neighborhood centers and/or participating in Head Start, adult education classes, etc.

Agencies working with the disadvantaged.

▸Facilities/Materials Required

Branch libraries and library centers in community facilities. General library collections, with access to films through interlibrary loan. Special collections of paperbacks, pamphlets, magazines, and newspapers, with emphasis on Black literature and materials designed for beginning-to-read adults. Each library center had a basic collection of approximately 900 items, end each of the 9 schools had about 65. The smaller collections were also duplicated in each of the branch libraries, and the purchase of Black literature for the general collection was expanded. Film and filmstrip projectors, a camera for recording activities, and duplicating equipment have been used extensively.

▸Descriptors

Outreach-Rural
Inter-Agency Cooperation

▸Financial Requirements

Initial 2-year costs: $20,000/year. Included: salaries, travel for supervision and training, specially purchased materials, and supplies for duplicating materials. Continuation costs average $10,000 annually for personnel; purchase of new and replacement of worn materials can be absorbed into regular budget. Additional costs may include purchase of projectors, filmstrips, typewriter, duplicating equipment, and camera, film rental and film processing.

▸Evaluation

The outreach project was very successful in its goals of: 1) Making the disadvantaged aware of project services, as well as traditional library services available. A great many of them now use the library routinely. 2) Effecting a continuing close relationship with other agencies. 3) Creating in the general community (especially public officials) an awareness of the value of the outreach project. A scrapbook describing the library's public relations efforts in this area won a John Cotton Dana special award. 4) Serving as a model for other libraries in the state. The project was documented in a slide-tape presentation which has been widely used. To further disseminate the knowledge gained through the project, a statewide workshop with the Mississippi Library Commission was held in Sunflower County in 1974.

FOR PROJECT REPLICATION

▸General Criteria

- Knowledge of the project area, including detailed information about services already being provided by other agencies working with the disadvantaged.
- Good working relationship with those agencies and with public officials and community leaders.
- Knowledge of the target group's needs--educational, cultural, economic.
- Careful attention to public relations, including the following: personal communication with the above groups or their representatives during the initial planning as well as afterwards; publicity-newspaper, TV, radio, meetings of organizations in the disadvantaged area, and handouts.
- Trustees and staff committed to the goals. Workshops and meetings may be advisable. After the project had been underway a few months, we planned an informal dinner with a slide-talk on the activities. Attending were local officials, state legislators, library trustees, and staff. The meeting gave everyone an opportunity to ask questions and to make suggestions. A similar meeting is highly recommended as a means of preventing problems which might arise through lack of understanding.

▸Staffing/Training Requirements

A full-time librarian with the following attributes: 1) ability to get along well with all ages and types of people; 2) ability to train and supervise a changing staff of Comprehensive Employment and Training Act (CETA), Neighborhood Youth Corps (NYC), Manpower, etc. workers for the centers; 3) knowledge of book selection; 4) ability to instruct Head Start and day care personnel in storytelling, and in the use of library materials for preschoolers; 5) ability to plan and/or conduct workshops, and to arrange for publicity; 6) flexibility, initiative, and resourcefulness (unplanned opportunities may occur, which would not be recognized by someone lacking these talents).

A part-time clerical assistant.

One or more library aides for each library center. High school training and enthusiasm needed.

Participation by the regular library staff in various activities. Preparatory workshops were held to explain their responsibilities.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Written evaluation (end of first 6 months) and addenda (end of second year), $2.50 per copy.

Cassette-slide program, $15.00 rental.

John Cotton Dana scrapbook, including sample clippings, handouts, etc. available through interlibrary loan.

Bibliographies of materials for Adult Basic Education classes and for library centers; samples of handouts; copies of clippings; instruction guides for library aides; workshop programs, 10-15¢ a page.

▸Demonstration/Site Visit

Site visits welcomed, by appointment only.

▸Training

Consultant available at $100 per day, plus travel expenses.

CONTACT

Mrs. Anice Powell, Director
Sunflower County Library
Box 428
Sunflower, Mississippi 38778
(601) 569-3460

(Address will be changed to Indianola by January 1978.)

PROJECT: IN-SERVICE TRAINING PROGRAM

▸Description

Workshops and institutes sponsored as part of the In-Service Training Program have provided numerous learning opportunities to library personnel in Missouri libraries. Four types of workshops and institutes were held prior to 1975: August Institutes for non-professional staff; Administrative Librarians Institutes; Area Workshops for non-professional staff; and Trustees Conferences and Workshops. In 1975, the program expanded to open the Summer Institutes to library administrators and full-time library staff (professional and non-professional) of all types of libraries and to members of public library boards of trustees. The institutes had formerly been open only to personnel of public libraries. One of the program's goals is to increase cooperation between libraries by enabling library staff members from various parts of the state and from various types of libraries to meet and work with one another in a positive, non-threatening atmosphere. Topics covered by the Summer Institutes have included health sciences, supervision in libraries, reaching and serving varied publics, and communications skills. Graduate credit (1 hour credit/institute) and Continuing Euucation units (3-5/week) are an option available through this program at the individual's expense.

▸Users

From 12-120 participants have attended different institutes. Non-professional public library staff members, public library administrators, public library trustees, and now all interested staff and board members from all types of libraries.

▸Facilities/Materials Required

A facility is need which lends itself to convenient adult education activities. Should include meeting rooms, living accommodations for institute participants, and audio-visual equipment for presentations.

▸Descriptors

Staff Development
Interlibrary Cooperation

▸Financial Requirements

State Library pays expenses for institute speakers, program materials, meeting facilities, and living accommodations (dormitory). This costs between $8,000 and $10,000 per institute and breaks down to approximately $100 per participant. Costs are kept relatively low by utilizing available local resources. Participants pay their own travel expenses.

▸Evaluation

This staff development program has contributed greatly to the overall upgrading of library personnel in the state and has helped to promote increased interlibrary cooperation among different types of libraries. The availability of credit for participation (since 1975) has increased attendance of school and academic librarians and thereby increased opportunities for their contact and interaction with public library personnel.

Each institute is evaluated by the participants using a detailed survey form. Results of this survey are used by the planning committee to help determine future continuing staff education activities, future topics to be covered, etc.

FOR PROJECT REPLICATION

▸General Criteria

Assessment of need for in-service training on specific topics.

▸Staffing/Training Requirements

One person at state level skilled in identifying needs and planning workshops. Must be familiar with librarians in the state in order to facilitate broad-based participation, and knowledgeable about local resources (speakers, facilities, materials, etc.) that can be utilized to achieve program goals.

Contractual consultant services for planning and on-site coordination from a Graduate Library School and other departments of universities within the state.

Paid speakers for institutes.

Part-time clerical assistance.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

The following items available free of charge upon request:

--Written description of topical needs assessment techniques.

--Sample evaluation instrument given to institute participants.

--Sample institute programs and bibliography of materials and handouts.

▸Demonstration/Site Visit

Site visits to audit institutes by special arrangement only.

▸Training

Consultation at other sites to help coordinate an institute or workshop and/or establish a similar in-service training program can be arranged for travel expenses and negotiable fees.

CONTACT

Ms. Andrea Hawkins
Coordinator of Library Resources
Missouri State Library
308 East High Street
Jefferson City, Missouri 65101
(314) 751-2751

PROJECT: CENTER FOR PRESCHOOL SERVICES

▸Description

The Center extends innovative library services to preschool children and their families by providing not just a program but an environment that stimulates early educational experiences. Its goals are: 1) To offer the preschooler informal opportunities for learning at his own rate. Media are for hands-on exploration in the library as well as at home. For optimum growth, emphasis is on a one-to-one sharing of experiences. 2) To support the parent's role as the child's first and most important teacher through workshops, parent discussions, and family use of the Center. Parent-child workshops offer a special opportunity for a child to attend "classes" together with a parent one morning a week for six weeks and share experiences in art, music, rhythms, dramatic play, games, sensory experiments, and stories. 3) To develop and maintain a community resource file identifying area agencies that provide services to the preschooler and family. The directory includes verified entries such as the well baby clinic, single parent's groups, baby sitting cooperatives, eye and ear screening tests, etc. Services for children with special needs are also included along with the names of parents who have handicapped children and are willing to share their experience and support.

▸Users

Preschool children and their families who live in the Borough. Also children in nursery schools in the area.

Area students and professionals working with preschool children.

▸Facilities/Materials Required

The project can utilize existing area in the library for children's services. A small meeting room is useful for workshops. Operating in the Library's basement quarters, the Center proved that flexibility and imagination can make up for lack of facilities. Media were chosen to stimulate curiosity and imagination: toys, puzzles, games, puppets, musical instruments, art materials, filmstrips, cassettes and hardware. Toys for workshops were selected to promote parent-child interaction. Toddler books were added to picture book collection, and storage and display cabinets purchased for housing media. To existing books on early childhood, a Professional Reference collection was added, including: books, films, and cassettes on creative arts and literature experiences with children.

▸Descriptors

Preschool/Parenting Programs
Information and Referral Services

▸Financial Requirements

The project operated on a budget of $25,900, providing $13,500 for personnel expenses, $10,000 for media, $1,000 for furniture and supplies, $650 for travel, and $750 for office expenses. Continuation costs are now provided by budgeting for full time children's services. Start-up costs could be reduced by partial replication of project.

▸Evaluation

Parents were enthusiastic about the insights and skills they developed in workshops. They responded by enrolling again and again with the same child or a sibling. Informal use of the Center increased in numbers of patrons and time spent. Questionnaires, interviews and observations were used to assess the impact of the program. Story-hour enrollment more than doubled. In 3 months, circulation of media increased 55%.

There was a new sense of cooperation among the library, schools, and other agencies. Overall, this project successfully focused community attention on library services and positively influenced the initiation of a new library building program.

FOR PROJECT REPLICATION

▸General Criteria

There must be demonstrable need for extended preschool services. Parents and members of the community concerned with preschoolers should help with planning and periodic evaluation. All staff have to be friendly and responsive to the needs of children and their parents.

Plans must be made to acquaint the community with the project's goals and services. Newsletters, news media, clubs and service organizations can be used. This publicity is also essential for continuing the project.

Getting to know persons in the community who already work with preschoolers is important. Develop a positive attitude towards working cooperatively with them. Local school personnel give access to families who are not yet library users.

Because of the demand extended preschool services create, funds for continuing the project must be budgeted.

▸Staffing/Training Requirements

One full-time coordinator with experience in early childhood education.

Informal use of the Center as a special environment depends on positive attitudes of all staff members. Regular staff meetings should involve all personnel in the project's goals and program. Ability to use and also teach parents the use of all media requires training sessions in these skills.

Part-time help (assistance with small groups of children and/or clerical tasks) amounted to 520 hours in a year.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Handbook for Parents explaining all preschool services.
Packet of evaluation questionnaires for workshops and circulating toy collection; list of media sources; publicity releases, Open House flyer, bookmark listing services, parent education materials. (Send 24¢ and a stamped, self-addressed 9X12 envelope.)

Slide/cassette program with companion script, CHILDREN AND PARENTS TOGETHER, 7 minutes, describing project. (May be borrowed by special arrangement.)

▸Demonstration/Site Visit

Site visits to the library are always welcome. Recommended toys, media, and hardware may be examined and method of circulation observed. Use of Professional Reference collection. View slide/cassette described above.

▸Training

On-site observations of workshops, family programming and consultation with staff by appointment.

Resource person available for schools, workshops, institutes or conventions. Arrangements by telephone or mail.

CONTACT

Ms. Barbara Thiele
Library Director
Franklin Lakes Public Library
Franklin Lakes, New Jersey 07417
(201) 891-2224

PROJECT: HOME DELIVERY OF LIBRARY SERVICES TO HANDICAPPED CHILDREN KINDERGARTEN THROUGH FOURTH GRADE

▸Description

This project provides a full range of library services to the home or bedside of emotionally and/or physically handicapped children, kindergarten through fourth grade. Five home visitors call on the homes of a total of thirty children for one hour each week and present library activities including storytelling, filmstrips, and arts and crafts. Each session is planned to suit the abilities, needs and desires of the particular child who often requests certain projects or stories. These programs serve as a supplement to the public school's bedside and/or special instruction program. School teachers and library staff work in close cooperation in the selection of participants and evaluation of progress. The project's primary objectives are to bring pleasure to children whose lives have been hemmed in by illness and loneliness, to broaden their interests and to motivate them to visit the library whenever physically possible.

▸Users

Physically or emotionally handicapped children in kindergarten through fourth grade are selected by the Learning Disabilities Team of the Gloucester City Public School System. These children attend special classes at the school. Also, homebound, chronically ill children who are tutored at home are in this target group.

▸Facilities/Materials Required

A work area for preparation of visits; desk, chair, typewriter and office supplies; a vehicle for transportation; canvas carrying bags (two for each home visitor); audio-visual materials and equipment--filmstrips and projectors, cassette and cassette players and records; arts and crafts materials, posters, art prints, core collection of children's books including books suitable for storytelling; toys and educational games.

▸Descriptors

Children's Services
Physically Handicapped
Homebound
School - Public Library Cooperation

▸Financial Requirements

Total project cost: $22,170. Of this, $12,140 was spent on staff salaries and $10,030 on equipment and materials. The Project Director and the storytelling supervisor donated their services. Cost per project beneficiary: $739.

▸Evaluation

A comprehensive report is written by the home visitor after each call. Weekly staff meetings are held to discuss problems, to evaluate progress and to exchange ideas. Parents are interviewed weekly and teachers and tutors are interviewed monthly to discuss the effect of the program and to see if the objectives have been accomplished. The positive responses to the interviews with the parents, teachers and tutors, and the fact that the children, whenever possible, come to the library demonstrate that the program has fulfilled its objectives.

FOR PROJECT REPLICATION

▸General Criteria

Much of the success of the program depends upon warm, dedicated, and enthusiastic home visitors who can relate well to the children and to their families.

▸Staffing/Training Requirements

At least five home visitors serving a total of 75 manpower hours per week are necessary to serve 30 children. The staff should be well trained in storytelling, arts and crafts and singing, and have an imaginative approach. A knowledge of children's literature is helpful. A professional degree is not mandatory. Only one of our home visitors has an undergraduate degree in English and is a qualified teacher. The program is exciting and demanding, and requires a dedicated, congenial, and cooperative staff.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

A printed brochure describing our program is available upon request.

A copy of the final report of this project can also be made available.

▸Demonstration/Site Visit

Site visitation by appointment only.

▸Training

Consultant available at $100 per day plus travel expenses.

CONTACT

Ms. Irene Schell, Director
Gloucester City Library
Gloucester City, New Jersey 08030
(609) 456-4181

PROJECT: OUTREACH PROJECT TO RETARDED ADULTS AND JUVENILES IN NEED OF SUPERVISION

▸Description

This project provides specifically programmed materials to meet the needs of retarded adults enrolled in local training and workshop facilities. Because the mentally retarded are non-reading patrons and information must be presented in non-traditional methods, films and other non-print materials have been used extensively along with library-produced videotapes. These tapes include special events at the Independent Living Center (a residential First Step House for retarded adults located on hospital grounds), introductory tapes for parents and new residents, as well as other programs on independent living, such as meal preparation, riding public transportation, operating laundry equipment, etc. Video has also proven useful in role playing and job interview techniques at the workshop shelter. All supervisory personnel of the facilities served have been trained by the library in the operation of portable videotape equipment. This video service has also been extended to include teenagers who temporarily reside in a nearby "Juveniles in Need of Supervision (JINS)" shelter while awaiting court disposition. Special film programs and booktalks are also given by the library and a paperback collection has been developed for the specific interest of these teens.

▸Users

Approximately 80 retarded adults ages 16-35 who are enrolled in the Independent Living Center (Union County Association for Retarded Citizens) and Occupational Center (Union County Rehabilitation).

Teenagers 12-18 years old residing at the JINS shelter. This population is constantly changing as new residents arrive and others are dismissed.

▸Facilities/Materials Required

A Library meeting room and audio-visual room are necessary. Films acquired through interlibrary loan are used along with the library's 16mm projector. Portable 1/2" videotape equipment and editing equipment and facilities.

▸Descriptors

Audio-Visual
Mentally Handicapped
Institutionalized - Juvenile Correctional

▸Financial Requirements

First year's funding was $2,767 which included the salaries of a project coordinator (one day/week) and clerk (one day/month) plus purchase of videotapes and rental of outside films. Second year's funding was $9,230 which included the salaries for a project coordinator (4 hrs./week) and media technician (14 hrs./week) plus purchase of equipment, special media, and film rental.

▸Evaluation

A written evaluation with accompanying videotape of the first year's grant was submitted to the Library Outreach Services, N.J. State Library for expanded funds in 1976-77. Evaluation has been in terms of positive response from the residents and staff at the facilities and number of requests for inclusion in the project received from other agencies.

One successful outcome of the project's video activities was the winning of an award by a musically-talented resident of the Independent Living Center. The library's videotape of his performance was submitted to the Talent Committee of the Special Olympics and, as a result, this handicapped adult was selected as one of eight finalists to attend the International Special Olympic Games.

FOR PROJECT REPLICATION

▸General Criteria

A nearby facility for training of the retarded or an institutionalized setting is necessary for this project. In addition, there should be a good relationship between the staff of the facility(s) served and the library.

Another necessary factor is the willingness of library staff members to work with retarded patrons or institutionalized individuals.

▸Staffing/Training Requirements

Project Coordinator (professional librarian; part-time, at least 4 hrs. a week dedicated to the project).

Media Technician (part-time, at least 1 day a week). This position requires knowledge of videotape equipment and the ability to train others in its use.

Clerical (part-time). It is necessary for one staff member to show film programs.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

A photocopied duplicate of the written project evaluation and application for expanded funds will be provided at no cost. Copies of the evaluation videotape will be sent on demand if blank tape is provided (one half hour 1/2" videotape) or $20 per copy.

▸Demonstration/Site Visit

Site visits of the library and facilities can be arranged.

▸Training

On-site training through observation of video session can be arranged.

Consultations with the project coordinator are welcome by phone or mail.

CONTACT

Ms. Cecelia Pizzi, Project Coordinator
Ms. Caren Brown, Director
290 Plainfield Avenue
Berkeley Heights Public Library
Berkeley Heights, New Jersey 07922
(201) 464-9333

PROJECT: OUTREACH TO HISPANIC MIGRANT FARMWORKERS AND PRISONERS

▸Description

Project serves Spanish-speaking migrant farmworkers and prison inmates through mobile delivery of materials and services. Bilingual outreach workers make nightly visits (June through Sept.) at migrant camps to provide films, records, books, magazines, and newspapers in Spanish as well as sports equipment, games, and musical instruments. Activities are designed to win the workers' trust and foster good rapport between staff and migrants. The most popular activity is the feature film preceeded by indoor and outdoor games, music, and selection of materials. Various parts of the program, such as lectures, films, slides, books, magazines, and newspapers, are taken weekly to Spanish-speaking inmates of Leesburg State Prison. In cooperation with other agencies, the library has also developed an "English Language Survival Information Course" which is taught by a bilingual teacher in two lessons/week at two camps for an eight week duration. The course consists of four films ("Pesticides," "Food Stamps," "Job Hunting," and "Family Planning") that depict experiences common to the Hispanic migrant worker. A course book provides language exercises and reference materials suitable for both individual and group instruction.

▸Users

Hispanic migrant farmworkers and prisoners. Majority are Puerto Rican; however, Cubans, Mexicans and Filipinos are represented. Program oriented toward adult male non English-speaking migrant farmworkers and prison inmates.

▸Facilities/Materials Required

Library meeting, office, and storage room. Audio-visual equipment: 2 - 16mm projectors and screens; 2 - 8mm projectors; 2 phonograph record players; complete portable videotape unit with 13" receiver. Films, records, and ½" videotapes. Books, magazines and recreational materials (horseshoes, volley ball, softball, guitars; checkers, dominos and cards). Two delivery vans for staff and equipment, flashlights, extension cords and mosquito repellent.

▸Descriptors

Migrants
Outreach - Rural
Bicultural/Bilingual
Institutionalized - Correctional
Adult Basic Education

▸Financial Requirements

Initial cost for purchase of video equipment, van, and staff salaries was $56,113. Continuation costs are approximately $45,000 per year, primarily for salaries, van operating expenses, and some new materials.

▸Evaluation

Enthusiastic response by migrant farmworkers and prison inmates. Program approved by farmers, crew chiefs, educators, and public officials. First-year program accepted by community advisory council composed of representatives from County Board of Agriculture, Public Health Department, Leesburg State Prison, Camden Legal Services and County Library Commission.

Outreach workers provide written reports of each camp visit with a candid record of farmworkers' reactions. Statistics are compiled relating to participation and use of equipment and materials.

Language course received many letters of endorsement and advice from numerous agencies while in developmental stages. Plans are being made to evaluate its effectiveness in teaching migrant workers basic English language skills.

FOR PROJECT REPLICATION

▸General Criteria

Bilingual outreach workers (male and female) must have social awareness and be sympathetic to the disadvantages experienced by the non English-speaking person in our society. Staff must be dedicated to improving disadvantaged situations while working in difficult environmental conditions.

Support for the program is necessary from the farmer, the crew chief, the farmworker, and public officials.

Support and cooperation from prison officials are necessary.

Flexibility and input by migrants are important to ensure successful camp visits.

▸Staffing/Training Requirements

Professional librarian (bilingual if possible).

Six bilingual outreach workers operating in teams of four (male and female) for migrant camp visits.

Two bilingual outreach workers (male and female) for prison programs one evening per week.

Special training is not necessary, but it is most important to be able to converse freely with the non English-speaking person. Cooperation and respect from the farmworker must be earned in order to eliminate any suspicion or distrust of "outsiders" by the farmworker, the crew chiefs, or the prison inmates. Active interest in the situation must be projected.

One bilingual language instructor and one bilingual teacher's aide to conduct English language classes four evenings a week (two migrant camps, two evenings a week at each).

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Lists of film distributors and special materials used in the project available free of charge.

Videotape of the programs can be provided at cost (1/2" reel to reel or 3/4" cassette video tape).

The English Language Survival Information Course, consisting of four 8mm color sound films, or 3/4" color video cassettes and a 93-page workbook and teacher instruction manual are available for preview. Arrangements can be made for purchase.

▸Demonstration/Site Visit

Site visitation by appointment only. Camp programs nightly June through September.

Prison programs weekly (Thursday evenings).

▸Training

On-site observation of program in action can be arranged. Consultant services by Project Coordinator are available for travel expenses and negotiable fees.

CONTACT

Mr. David J. West, Director
Cumberland County Library
800 East Commerce Street
Bridgeton, New Jersey 08302
(609) 455-0080

PROJECT: ORAL HISTORY

▸Description

The project's aim is to recapture on tape the rural way of life in Spanish-speaking villages of northern New Mexico for the period of 1890-1930. Tape recordings in Spanish were made of the following: 1) customs and daily life; 2) Spanish language speech patterns, vocabulary and dialect; 3) geneological information; 4) histories of villages which are now permanently deserted; and 5) history of Las Vegas and the surrounding areas.

To produce these tapes, elderly residents in senior citizen centers and old-age homes were contacted by the library interviewer and invited to participate. The project's goal was explained to the person to be interviewed and his family. After the interview, a follow-up visit was made to thank each person for his contribution and present a copy of the finished cassette and a photograph taken after the recording session.

An average tape took four hours of work to produce. Tapes have been categorized into individual subject areas and are available for use in the library.

▸Users

Senior citizens were the primary focus of the project's activities.

Materials produced are available for use by the general public and academic researchers on Spanish-speaking cultures of the Southwest and oral history techniques.

▸Facilities/Materials Required

Two cassette tape recorders.
Four hundred 60-minute tapes.
Storage facilities.
Vehicle, or use of a vehicle, for interviewer.
Camera and photographic film.

▸Descriptors

Oral History
Aging
Bilingual/Bicultural

▸Financial Requirements

Equipment and expenses totaled $1,000. (400 60-minute tapes produced.)

No salaries are included since the interviewer is a member of the library staff. If current library staff would be unable to carry out this type of project, personnel costs would have to be considered in addition to the costs listed above.

▸Evaluation

Over 300 tapes were produced, covering all subjects described above. Subject areas expanded to include another 100 tapes made of lectures, speeches at public meetings, symposiums, conferences on bilingualism, etc. Also, individual life stories brought in much larger geographical areas, as for example, family histories of migrant laborers which cover other sections of the country.

Project stimulated much interest among aging Spanish-speaking persons. These senior members of society greatly appreciated the library's interest in their memories of the past.

The collection of tapes is already being used by patrons and academic institutions.

FOR PROJECT REPLICATION

▸General Criteria

Community relations, e.g. visits to old-age centers to become better acquainted before setting up interviews is important to the production of informative tapes.

Proper staff is necessary. Interviewer must be able to relate to elderly persons. The most crucial aspect in producing a good tape is the awareness, harmony, understanding, and gentle guidance supplied by the person doing the recording.

Newspaper and radio publicity are essential in starting the project. Final success, however, is based on word of mouth.

▸Staffing/Training Requirements

This project was the sole responsibility of one part-time staff member who worked by herself and completed all interviewing.

Personnel for a project of this type need some cultural awareness of the interviewees. In this case, the majority of the interviewees are Spanish-speaking (of local dialect) and raised in northern New Mexico.

No formal training is required, although fluent Spanish is advisable for direct rapport with each individual. Personnel need to have a firm philosophy about oral history and its main purpose. (In this case, recording raw material and not interjecting self-interest or bias.)

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

The following are available for cost of duplication and mailing:

List of tapes and subject matter on each.

Samples of consent forms and explanation sheets given to interviewees and their families.

Sample newspaper advertisements and radio spot announcements.

Copy of speech on experiences with project.

▸Demonstration/Site Visit

Site visits are welcomed. Advance notice advisable.

Sample tapes may be viewed at the library.

▸Training

Staff involved is available for speeches and training. Travel and expenses required.

CONTACT

Ms. Ferlinda Gomez, Project Director
Carnegie Public Library
Las Vegas, New Mexico 87701
(505) 454-1401 Ext. 260 or 261
Weekends call: (505) 454-1403

PROJECT: ADULT INDEPENDENT LEARNING

▸Description

The objectives of the project are to meet the specialized needs of adult independent learners and to clearly affirm the public library as a clearinghouse for and a facilitator of lifelong learning. Adult basic education and continuing education needs are addressed by a regional approach which makes a variety of services possible. The project builds on the existing strengths (staff and in-depth collections) of a cooperative system of 55 libraries and offers adults specialized learning services provided by different member libraries. The adult learner is directed by his local public library to the system library which has the particular services that meet his personal needs. Five libraries are acting as Advisory Centers to guide persons in independent learning activities. Three are Career Counseling Centers from which vocational/educational/career counseling services can be obtained by appointment. A Job Center and a coordinated base for Literacy Volunteers are additional components of the project and help provide for the more basic needs of adult learners. Thirty-eight libraries have a special educational/vocational resource file for the County and surrounding areas. Coordinated buying and staff training are other program strengths.

▸Users

Any adult library user or non-user in the County who requests the learner's advisory service, educational/vocational counseling, literacy instruction, and/or job information.

▸Facilities/Materials Required

General library collections of system libraries and special materials developed and/or acquired for the project for in-house use or interlibrary loan. Specially designated Advisory Centers, Career Counseling Centers and the Job Center have in-depth resources to back up their services. Audio-visual hardware and software as needed by different libraries for their particular services.

Educational updates, bibliographies and special lists are issued regularly.

Telephone, TWX, and mail are also used.

▸Descriptors

Independent Learning
Career Education
Job Information Centers
Adult Continuing Education
Adult Basic Education
Interlibrary Cooperation
Educational Counseling

▸Financial Requirements

Project funds for a 3 year period were $198,163. This includes core collection development in member libraries, staff salaries, speakers' fees, professional conferences, audio-visual hardware/software, Job Center, Literacy Volunteers Center, paid advertising, equipment, office supplies, postage, posters, printing, publicity related costs, and a directory on how to locate audio-visual resources on Long Island.

▸Evaluation

This cooperative effort among autonomous member libraries, community and County agencies, institutions of higher learning, and the Nassau Library System has greatly increased the capability of each library to serve the adult independent learner to a more specialized degree and to make referrals to additional library resource centers such as the Job Center, Literacy Volunteers, Long Island Advisory Centers and Career Counseling Centers.

Future program planning and evaluation activities are in the planning stage.

FOR PROJECT REPLICATION

▸General Criteria

Additional professional staff (librarians and counselors) and clerical staff are required in order to initiate and operate an individualized learners advisory service, job assessment and vocational/educational counseling service.

Local support, community involvement and publicity are also important components for continuation and success.

▸Staffing/Training Requirements

This project (including the Job Center, Career Counseling Centers and Literacy Volunteer Center) employs: 2 librarians, 3 part-time clerical assistants, 1 part-time aide, 3 part-time professional career counselors and 2 volunteers. Support staff in member libraries.

A Project Director has responsibility for overall project, serves as a consultant, plans and coordinates workshops, special bibliographies, buying lists, seminars, and publicity.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Bibliographies, sample brochures, educational updates and publicity items are feee.

Bibliographies of specially coordinated/selected materials used as buying lists for member libraries and sample posters carry a minimal charge, plus postage.

For the directory, HOW TO LOCATE AUDIOVISUAL RESOURCES ON LONG ISLAND, please contact the Long Island Library Resources Council, Box 31, Bellport, N.Y. 11713 (516) 286-0400. The price is $5.00.

▸Demonstration/Site Visit

Site visitation by appointment only.

▸Training

Workshops and seminars for librarians are scheduled as needed and could be audited by outside parties.

Consultant is available at $100 per day plus travel expenses.

CONTACT

Ms. Estelle L. Goldstein
Project Director
Adult Services
Nassau Library System
Roosevelt Field, Lower Concourse
Garden City, New York 11530
(516) 741-0060

PROJECT: DROP-IN-LIBRARY (DIL)

▸Description

This project encourages a higher level of learning readiness, increased usage of library resources, and greater enjoyment of library programs by economically and culturally disadvantaged, as well as geographically isolated children and their parents. These purposes, which address the needs of parents and children for entertaining, enriching, and socially oriented programs, have been accomplished through a mobile "drop-in" unit. Various types of materials and programs are carried to individual homes, trailer parks, housing projects, day care homes and centers, recreation centers, Head Start Programs and Enrichment Centers for special children who have shown a need and desire for these services. The primary goal of the Drop-In-Library (or "DIL" as it is called) is to introduce library services to non-users in an engaging, enthusiastic manner which will entice them to use the library more. This non-traditional program is intended to make the library less "formidable" than it is usually viewed by the non-user. The traditional programs for children in the libraries have also been revitalized by the use of the appealing DIL materials and, as a result, more children are attending.

▸Users

Primarily economically and socially deprived children ages 3-12, their parents and their older brothers and sisters. These children have been located through advertising of the DIL project in newspapers and on radio and through contacting agencies such as Head Start and the Day Care Licensing Bureau.

▸Facilities/Materials Required

One brightly painted and carpeted mobile unit (the DIL Kary Van type has worked well) equipped with mobile shelves for paperbacks, rods for toys and puzzles, and rods for audio-visual softwear for programs and circulation. The van should be flexible enough to allow for both programs on the mobile unit itself and also in centers, schools, etc. Our van is able to accomodate 25 children with ease. Paperbacks have been used exclusively for book circulation because of child appeal and reduced cost, weight, and use of space. Toys, puzzles, and read-along kits circulate from the van and the branch libraries. Filmstrips are needed for programs and for circulation to parents, teachers, and directors. The proper equipment, such as sound filmstrip projectors and cassette players are also needed and DIL has placed these on the van and in the branches.

▸Descriptors

Children's Services
Preschool/Parenting Programs
Bookmobile
Outreach - Rural and Urban

▸Financial Requirements

The initial funding was $42,000 which covered the expense of the materials, equipment, salaries, and some books. For the next two years, a $20,000 grant has been received which adequately covers the above, except for insurance of vehicle and $2,000 for extra book money.

▸Evaluation

In the three years that DIL has been in operation it has met with unqualified success. This program went county-wide in the third year and now the professional librarian and the mobile unit - or DILmobile as it is commonly known - travel about 800 miles a month, present approximately 65-75 programs per month throughout the county on a three week rotating basis, and circulate paperbacks, filmstrips, read-along kits, toys, and puzzles from the van. Children, parents, teachers, and agency directors are waiting and eager for each visit. Youngsters who never had a book in their home before are checking out paperbacks for themselves and members of their families. All the branch libraries have been supplied with materials and equipment from DIL inventory which has fostered much more interest in library usage by children of all ages. Only limits of time and distance have kept the project from growing still more.

FOR PROJECT REPLICATION

▸General Criteria

Disadvantaged and geographically isolated children and their families who are basically non-users of the library must be identified and located.

A good working relationship with the different agencies in the area taking care of children is important.

Also, a good working relationship with the different news media is essential for publicity, publishing of schedules, etc.

Flexibility must be maintained throughout the project to allow for changes brought about either through re-evaluation (which should be continuous) or other circumstances.

A knowledge of the territory either by the librarian or the part-time driver would be most helpful.

▸Staffing/Training Requirements

One professional librarian who has experience and genuinely enjoys working with children. Must be knowledgeable in the selection of children's materials and innovative in their use. As this is not a traditional library program, the Project Director should be willing to assume the responsibility for a very active position and should possess imagination, enthusiasm and good health. Knowledge of selection and use of audio-visual materials and equipment is also a pre-requisite for the program. Ability to drive a medium-size van is necessary if Project Director is to operate alone. In some cases, an additional person to assist in caring for materials and operating the vehicle may be advisable.

The supportive staff for the project are persons in the administrative office and the processing department of the library system.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Specs of the van are available, along with a description of the interior and the materials used, a bibliography of non-print materials, examples of scheduling, a brochure, and a duplication of the proposal for funding. All items are included in a packet available for $2.00, including postage.

▸Demonstration/Site Visit

Site visits may be arranged by appointment. Consultation with the Project Director by mail or telephone anytime. However, calls should be made on Mondays or Fridays when the Project Director is usually in the office and not out on the road.

▸Training

On-site training through participation in bookmobile service and programs is available and should be arranged in advance. Out-of-town consultation services are available for travel expenses and a per diem fee to be negotiated.

CONTACT

Ms. Trish Gwyn
DIL Project Director
Rockingham County Public Library
527 Boone Road
Eden, North Carolina 27288
(919) 627-1106

PROJECT: LIBROS

▸Description
The project aims to provide library services to a predominantly Spanish-speaking minority in the community through intensive outreach efforts.

Activities are centered around 1) fieldwork--individual contacts door-to-door and through agencies that serve the minority group; 2) programs--monthly Spanish films at the Main Library, cultural programs at schools, churches, day care centers, organizations, etc.; 3) information services--telephone reference by bilingual staff, weekly bilingual column in the local newspaper, weekly Spanish hour of music and public service announcements over local AM station, booklists and fliers in Spanish and English, translation services; 4) collection development--Spanish language books, pamphlets, newspapers and periodicals, and records, films, and other materials on Hispanic culture/heritage in both Spanish and English.

Long-range goals are to establish library habits among the Spanish-speaking and to promote better understanding on the part of the general community of the history, culture, and problems of this minority group.

▸Users
All age groups in the Spanish-speaking community.

▸Facilities/Materials Required

Spanish-language materials are provided in a special alcove in the library and also in locations outside the library frequently by the minority group. Additional shelving is generally necessary for any special book deposit.

Audio-visual materials used in programming require such equipment as 8mm and 16mm projectors, projector stand, screen, record player, and an audience seating area.

"Give-a-ways" prepared for the target group must be in Spanish or in Spanish and English, and can include materials lists, book marks, fliers, etc. to introduce the group to library services.

▸Descriptors
Bicultural/bilingual
Outreach - Urban

▸Financial Requirements
At 1977 levels, total cost would be $77,300 (salaries $48,000; books $12,000; audio-visual materials $12,000; equipment $2,500; travel allowance $1,600; contingencies $1,200). A minimum 3 years intensive effort is recommended, with a plan to integrate service into ongoing program. Unforeseen personnel recruitment and training costs may arise if funding is by grants that must be renewed each year.

▸Evaluation
Since 1976, the activities of project Libros have been incorporated into the library's ongoing service to its total community, yet the Spanish-speaking population continues to identify any activity directed to its members as "Libros." The addition of bilingual staff members in public service departments has reinforced the library's efforts to improve service to the whole community and has resulted in a marked increase of Spanish-surnamed registrants. Circulation of project materials quintupled in five years and remains at a high level as a result of the collection's expansion to address the needs and interests of the Spanish-speaking community. This active use of the library's materials and services also reflects the minority group's acceptance and appreciation of the library's efforts to be responsive to the whole community.

FOR PROJECT REPLICATION

▸General Criteria

Existence in the library's service area of a Spanish-speaking minority whose library needs are not adequately being met.

Concern and commitment on the part of the library's trustees and director.

Cooperation of recognized leaders in the target group and agencies that work with its members.

Support of and opportunity for input by the library staff.

▸Staffing/Training Requirements

Three full-time staff members, including:

One professional librarian, preferably bilingual, with experience in supervision, materials selection, and program planning;

One bilingual assistant with a college education, a driver's license and use of a car, the ability to operate audio-visual equipment and work with persons of all ages;

One bilingual clerk with at least a high school education and secretarial skills.

Project staff should be given in-service training in public service departments (circulation, children's, adult) and in technical services to orient them to library procedures.

Entire staff should attend information sessions to acquaint them with project aims and prepare them to serve the minority group in the library.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Bound copies of project proposal, quarterly and annual reports for each project year available on interlibrary loan.
List of acquisition sources for print and non-print materials, $2 per copy; film catalog and record catalog, both in Spanish, both in limited supply, $1 each.
Samples of bilingual newspaper column, 15¢ per page.
Sample booklist and sample bilingual flyer on services to the Spanish-speaking community, free while supplies last.

▸Demonstration/Site Visit

Visits to the Main Library and to the branch frequented by the minority group can be arranged.
Telephone and mail inquiries are encouraged.

▸Training

Interested parties may visit to consult with Project Director and bilingual staff members, and to observe service to target group members in the library.

CONTACT

Mr. Richard E. Willson, Director
Lorain Public Library
351 Sixth Street
Lorain, Ohio 44052
(216) 244-1192

PROJECT: MAIL-A-BOOK

▸Description

"Mail-A-Book" is a books-by-mail service provided by the Ohio Valley Area Libraries (OVAL), a cooperative library system. OVAL's Mail-A-Book program was started in September, 1974 and covers a 5,000+ square mile area in ten largely rural Southeast Ohio counties (population 385,819). A 24-page, commercially produced, annotated catalog containing 800 popular paperback titles in subject groupings for all ages is bulk mailed yearly to all rural route boxholders in the area. (63,000+). The patron selects titles desired from the catalog and mails the enclosed postage-free Business Reply Card. Books are mailed to the patron in a padded Jiffy bag. To return, the patron reseals books in Jiffy bag, attaches postage-free label and mails. Loan period is 4 weeks. Overdue fines are not charged. Circulation records or reserve requests are not maintained. Patrons are asked to re-order books not received. Two catalog supplements listing 100 new titles each are distributed annually to actual users of Mail-A-Book. In 1976 and 1977, special Children's Supplements of 100 titles each were prepared by OVAL and distributed by library staff to 20,000 students grades K-8 in rural schools for summer reading.

▸Users

Area residents who do not use library service because of geographical isolation, lack of transportation, poverty, disability or ill health comprise the target group. Surveys indicate that approximately 55% of Mail-A-Book users do not use any other type of library service.

▸Facilities/Materials Required

1 room (37'x37') housing 33 units of mobile workroom shelving (646 linear feet), mailing station and sorting area, and office. 1 room (12'x15') for bulk storage of supplies. Telephone, typewriters (2), worktables (2), postage meter and scale, electronic stapler, postal sack rack are currently used.

▸Descriptors

Books-by-Mail
Outreach-Rural
Outreach-Urban
Homebound

▸Financial Requirements

Start-up costs for the first year with a mailing of 65,000 catalogs and circulation of 100,000 were approximately $107,480: salaries-$35,000; books-$35,000; postage and permits-$15,450; catalogs-$15,030; equipment-$4,000; supplies-$3,000. Annual continuation costs would tend to rise slightly as circulation increases, but would be partially counterbalanced by decreases in high cost start-up areas (books, supplies, equipment).

▸Evaluation

Mail-A-Book has grown rapidly through catalog mailing and word-of-mouth. Circulation has increased from 117,300 in 1975 to 175,000 in 1977 (projected figure). Questionnaire survey of 3,000+ users indicates concern by some over problems of selection and speed of delivery, but shows an overwhelming appreciation of the personalized, easy-to-use service offered by Mail-A-Book. Circulation of member libraries and bookmobiles has continued to increase rather than decrease since start of Mail-A-Book. Mail-A-Book has been a source of good will for member libraries acting as Mail-A-Book's sponsors.

FOR PROJECT REPLICATION

▸General Criteria

Support from member library staff and trustees in backing an outreach program that may be viewed by some as competitive with existing programs.

Local support and publicity from community groups and agencies to acquaint people with new service and overcome potential initial distrust of a "free mail offer."

Cooperative arrangement with local post office.

Availability of commercial library jobber to offer books-by-mail package or professional staff to produce copy and local printer to produce catalog, order cards, flyers, etc.

▸Staffing/Training Requirements

This project employs a professional (½ time) for administrative planning, 4½ clerical staff for day-to-day shipping, receiving, and processing of orders, and 2 full-time equivalent clerical staff from government programs (Comprehensive Employment and Training Act, Green Thumb, etc.) or volunteers. Office staff also contributes approximately 1 full-time equivalent in in-kind services to project.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Sample catalogs (annual or children's), forms, and user survey results available upon request.

Information about commercial catalog producers (names, addresses, availability of samples and pricing) is available upon request.

See Appalachia Magazine for article on Mail-A-Book. Smith, Claudine. "Libraries in Appalachian Ohio Pioneer New Services", Appalachia, April-May, 1976, pp. 18-23.

▸Demonstration/Site Visit

Site visitation by appointment welcomed.

▸Training

Consultant available at $100 per day plus travel expenses.

CONTACT

Mr. Thomas Olson
Extension Specialist
Ohio Valley Area Libraries
107 West Broadway
Wellston, Ohio 45692
(614) 384-2103

PROJECT: PROJECT ABLE (ADULT BASIC LIBRARY EDUCATION)

▸Description

PROJECT ABLE was designed to test seven alternative methods for improving library service to inner-city adults. 1) Community Involvement: Inner-city branch heads were trained by social workers in community organizational techniques. Staff were then to develop liaison with inner-city organizations, building local advisory groups for their branches. 2) Pilot Learning Center: A traditional branch was converted to a media resource center featuring either purchased or locally developed software. 3) Inner-City Video: Video viewing centers were installed in branches, and tapes were produced to meet local needs. 4) Audio Cassettes: These resources were acquired and duplicated in quantity for those persons whose learning modality is not visual. 5) Cultural Programming: 20 programs drew upon local skills to attract the community to libraries. 6) Extended Hours: Non-traditional hours in the evenings and weekends were tested to serve those with unusual working hours. 7) Books by Mail: 50,000 inner city homes were reached with 4 mail order catalogs containing adult educational resources. The major thrust of the project was to identify the most effective and economical method of improving usage in the inner-city.

▸Users

Inner-city adults

▸Facilities/Materials Required

Facilities utilized: extensive inner-city branch system, and a local graduate school of social work.

An extensive variety of materials was used, including: general library collections of all library branches; all types of media and software-audiocassettes, videocassettes, films, filmstrips, etc.; hardware necessary to utilize the materials and to equip the video viewing centers; catalogs of books-by mail selections.

▸Descriptors

Adult Basic Education
Adult Continuing Education
Audio-Visual
Books-By-Mail

▸Financial Requirements

Total project expense was approximately $415,000. This included: equipment-$71,000; materials-$26,000; audio-visual materials-$23,000; contractual services (equipment maintenance, honorariums, etc.)-$9,000; administrative personnel-$8,000; supplies & misc.-$58,000; salaries for project personnel-$220,000. Eleven persons were paid out of project funds. More than 20 regular staff members contributed a substantial portion of time to project duties.

▸Evaluation

Of the seven facets, all were effective and continued at the conclusion of the project grant except the extended hours program. Each component of the project exhibited some evidence of success. Community involvement helped pass a $2.1 million tax levy. The Learning Center experienced a 100% increase in usage. The inner-city video component stimulated community projects. Audio cassettes experienced heavier usage than books in some inner-city branches. Cultural programs attracted good audiences. Books-by-Mail service proved to be more effective than bookmobiles, but was not appropriate as a replacement for branches because the service reached a different audience. Extended hours resulted in increased usage, but the personnel cost was too high to justify continuation.

FOR PROJECT REPLICATION

▸General Criteria

Large potential adult audience which has been attracted to libraries through traditional methods.

Good working relationship with community and civic groups.

Support of the local media to properly publicize the new services and resources.

Willingness of Board and staff to test new and controversial methods of serving the inner-city. Commitment on the part of the staff to identify needs and work hard toward satisfying them.

▸Staffing/Training Requirements

One professionally trained media specialist with an interest in adult basic education.

One professionally trained videotape specialist who is capable of serving as producer, technician and stimulator. Must have ability to work with local persons who have a strong desire to communicate, but who lack basic skills. Patience and understanding is essential.

Inner-city branch heads who have a commitment to outreach, and a willingness to devote their own time to solving community problems. Additional training in community organizational techniques is necessary for inner-city branch staff. Programs to teach such skills could be arranged best through local graduate schools of social work.

Talented local program participants, ranging from musicians to speakers on topics as varied as home repair and auto mechanics.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Bibliography of audio cassettes selected by inner-city residents. (Title list only).
Videocassette catalog (annotated).
Books-by-mail catalogs.
Article to appear in library literature (contact for further information).

▸Demonstration/Site Visit

Site visits can be scheduled if desired, but most of the project's impact could be assessed through discussions with the original participants.

▸Training

Advice by mail or phone.

CONTACT

Mr. Donald J. Sager, Director
Public Library of Columbus and Franklin County
28 S. Hamilton Road
Columbus, Ohio 43213
(614) 864-8050

PROJECT: NEWS IN REVIEW

▸Description

A statewide Right-to-Read project, funded by the Oklahoma Department of Libraries and carried out with the help and advice of the state's press association, NEWS IN REVIEW aims to reach the estimated 18% of the state's over-20 population that cannot read their local newspaper for reasons of functional illiteracy or partial sightedness. The project produces a weekly newspaper column that is: written at the fourth grade reading level; written at an adult interest level; printed in large print for the elderly and partially sighted; contains 1,000 to 1,200 words; is offered free to the state's newspapers; and contains world and national, but predominantly Oklahoma news.

The last paragraph of the column is often a survival skill story based upon material available from other state agencies. These state agencies provide the Oklahoma Department of Libraries with 200 mail-out copies that can be marked with the correct vertical file information and sent to each public library in the state. The articles in such cases will say "...your library has a booklet on..."

▸Users

Partially sighted, illiterate and functionally illiterate persons. Often these people fall into the aged or disadvantaged community.

▸Facilities/Materials Required

Desk space for journalist; most appropriate action would be the assignment of this duty to an existing staff member on a state press association. If material is to be mailed out on a statewide basis, arrangements must be made for the copy to arrive at the outlying newspapers in a "copy ready" form.

Books useful to the journalist as background material include: a) The Functional Reading Word List for Adults, by Adele Mitzel; and b) News for You, published by the New Readers Press.

▸Descriptors

Right-to-Read
Adult Basic Education
Blind and/or Visually Impaired
Aging
Inter-agency Cooperation

▸Financial Requirements

Total cost: $7,800. This includes $100 a week for printing the column and $50 a week for news reporter in charge of writing the column. (Column is written Friday evening, updated Monday morning.) Additional expenses are: postage for mailing the vertical file material to the public libraries; franking for the Blind utilized through special permission for weekly mailing to state's newspapers.

▸Evaluation

Over half of the state's 228 newspapers carry NEWS IN REVIEW on a space available basis. Combined circulation figures are 327,458.

FOR PROJECT REPLICATION

▸General Criteria

Strong support and advice from a press-based institution. Most logical choice would be the state press association. Other alternatives are local newspapers or state schools of journalism.

Support from state agencies for mail-out survival skill materials.

▸Staffing/Training Requirements

Part-time journalist with organizational ability to write at the prescribed level, and manage production of the two-column wide, 20" deep mail-out on heavy stock, suitable for waxing. Part of our project goes through a computer for line end justification.

The outreach consultant of the library and an adult reading consultant need to educate the journalist to the needs of the intended audience.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Brochure and sample of end product available free of charge.

35mm slide and audio cassette describing project available for loan.

▸Demonstration/Site Visit

Visitors welcome. Please make arrangements in advance.

▸Training

No formal ongoing training is being carried on. Consultant available to discuss project.

CONTACT

Mr. John Hinkle, Outreach Consultant
Oklahoma Department of Libraries
200 N.E. 18th Street
Oklahoma City, Oklahoma 73105
(405) 521-2502

PROJECT: ADULT LEARNING PROGRAM

▸Description

The program had two major elements which addressed the learning needs of undereducated adults. The first was placement of a Life Coping Skill core collection, with 176 titles on personal survival needs, in all 47 branches. The second element was the independent adult learning program. Adult Learning Centers were established in four branches to provide adults with an opportunity to prepare for the General Educational Development (GED) tests. Each Center, staffed by a full-time teacher and part-time work-study students and volunteers, was open 25 hours a week to permit students to study at their convenience. The Centers were also sites for one-to-one literacy instruction and approximately 28% of the patrons attended for that purpose. The program's flexibility is its major strength and accounts for its appeal to adult learners who have individual needs and goals and may reject formal learning situations. The educational strategy was independent study with individual assistance for each adult. Cooperation with the school district and other educational institutions in the area has made cross-referral of students possible. This has enhanced the library program's ability to provide each learner with the type study program that best suits his personal educational needs.

▸Users

Adults over 25 years of age who lack a high school diploma. Included in this group are functionally illiterate adults. (The potential target population for this project was the 444,859 undereducated adult Philadelphians; of these, 300,000 lacked basic reading skills.)

▸Facilities/Materials Required

A branch meeting room is needed at each location. Learning Center equipment includes: tables, chairs, video recorder and monitor, a blackboard and chalk, file cabinets for students' records, pencils and paper. Materials include: videotapes of GED instruction programs, tests to determine student needs and progress, GED preparation books, and literacy workbooks. The Life Coping Skill collections included 176 titles with multiple copies of many of the titles.

▸Descriptors

Independent Learning
Adult Continuing Education
Adult Basic Education
School-Public Library Cooperation
Volunteers

▸Financial Requirements

Life Coping Skill collections cost	$ 50,000
Cost of the Learning Centers:	
Test and instructional materials	3,620
Video-cassette instructions (tapes)	11,000
Video-cassette players, monitors, tables and other supplies	9,380
Instructional Services	36,000
Part-time Project Librarian	5,000
Project Total	$115,000

▸Evaluation

Public response to the program was substantial. Each of the four Learning Centers drew over 1,000 individuals during the course of the year. Average daily attendance remained steady in the mid to upper teens during the year. Although students were not required to notify the library of their progress and/or future plans, approximately 60 people reported taking and passing the GED exam, many more reported enrollment in formal adult continuing education classes or vocational training, and some reported entering college. The Centers became a popular source for adult education referrals from Opportunities Industrialization Centers (manpower training centers), the Department of Public Assistance, probation officers, employment offices, and other public service agencies. Staff awareness of adult learning needs improved throughout the library system. The Life Coping Skill books circulated briskly in all locations.

FOR PROJECT REPLICATION

▸General Criteria

Extensive adult population with less than high school diploma must be identified.

Substantial media and printed publicity plus a network of agency contacts is necessary to inform the public of the program.

Support by library administration and public service staff is essential.

Cooperation with school district adult education personnel is important for cross-referral of students. Communication with area community colleges and vocational training schools is also important for student referrals and publicity.

▸Staffing/Training Requirements

Project staff included: Four Learning Center teachers; four work-study students (part-time) to assist the teachers; varying numbers of neighborhood volunteers; and one part-time Project Librarian to develop and promote staff awareness and support throughout the system.

For this program, the teaching staff was hired, trained, and supervised by an independent local educational agency working under contract with The Free Library of Philadelphia.

Extensive administrative time was required for planning and coordination, especially in the early phases.

Regular professional and clerical staff were involved in assembling book collections, preparing promotional materials, distributing library materials and preparing necessary reports.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

A list of books in the Life Coping Skill collections; a list of learning materials and tests; samples of posters, flyers, banners and public service announcements are available free of charge.

▸Demonstration/Site Visit

Site visits welcomed. Advance arrangements are necessary.

▸Training

On-site training through observation of a Learning Center in operation and examination of adult learning materials is available. Program clarification available by mail or telephone.

CONTACT

Ms. Peggy Glover, Coordinator
Mr. David Roberts, Adult Specialist
Office of Work with Adults
The Free Library of Philadelphia
Philadelphia, Pennsylvania 19103
(215) 686-5344

PROJECT: LIBRARIES INITIATE FREEING EXPERIENCES (L.I.F.E.)

▸Description

The project's major goal is to provide appropriate library services to mentally retarded and learning disabled individuals. All age and ability levels are served in three ways. First, a collection of multi-media materials is provided for use in the Center or for circulation. Second, programs in which the mentally handicapped can participate and find enjoyment and stimulation are presented in the library, and last, situations are provided in which they can interact with other patrons thus becoming integrated with the community. Another aim of the project is to serve the parents, teachers, and professionals who work with or come in contact with the mentally handicapped. This is accomplished by: 1) providing a resource collection of instructional materials and reference texts, and developing bibliographies of these holdings; 2) maintaining an up-to-date information and referral service; and 3) presenting programs on relevant topics, including parent workshops which address the needs of a specific age/development level and demonstrate materials that can be used to assist a child in building a variety of skills. The Program Director works closely with area schools and local agencies to determine appropriate services and develop programs.

▸Users

Any individual enrolled in a special education program for the mentally retarded or learning disabled is eligible for services. Programs range from infant through adult. Any parent or professional working with these individuals is also eligible, as are related schools, agencies, and organizations.

▸Facilities/Materials Required

A central, easily accessible location within the library is necessary for housing materials, and conducting programs. This may be a separate room or section of a larger area. It is essential that it be large enough and without a too imposing "silence restriction" to allow patrons to explore and utilize the area freely. Materials should be openly displayed, and specifically chosen for the low-ability individual. They include: toys, games, puzzles, high interest-limited vocabulary books and magazines, records, posters, multi-media kits and filmstrip kits. Materials for parents and professionals include reference texts, vertical file materials, instructional materials for use with their handicapped child/adult, as well as, free pamphlets and brochures. The library's available films, projectors, slide equipment, etc. is also used.

▸Descriptors

Mentally Handicapped
School-Public Library Cooperation
Interagency Cooperation
Information and Referral Services

▸Financial Requirements

Initial cost of the program was approximately $34,000. Of this, $16,000 was for salaries, $13,000 for materials, and $5,000 for additional costs. Once a basic collection is acquired, approximately $20,000 per year would be sufficient to maintain services.

▸Evaluation

The project has greatly increased use and acceptance of library services by the mentally handicapped and associated groups. Within its first year of operation, a total of 22 schools and agencies were regularly involved in programming. In that year, records show that a total of 312 programs were held with attendance of 3,592. In addition, circulation and free use of the Center by individuals not involved in programs were also sizeable. Need for services has resulted in expansion into program areas such as interlibrary loan, satellite libraries, and videotaping of programs for viewing over cable television.

FOR PROJECT REPLICATION

▸General Criteria

Mentally retarded and learning disabled children and their parents must be located in the community. Their ages, ability levels and subsequent needs must be determined.

Close contact must be maintained with the schools and agencies serving this population. Input from parents and professionals, perhaps in the form of an advisory board, is essential for providing appropriate and needed services and to avoid duplication of services already available.

Staff understanding and acceptance of these groups as welcomed individuals is vital. In-service training and inclusion of other staff members in planning can be beneficial, particularly when integrating programs.

Local support and publicity are important to foster community awareness of the special needs of this target group and the efforts of the library to meet these needs.

▸Staffing/Training Requirements

One full-time Program Director trained in the area of Special Education and preferably experienced in working with a wide range of age and ability levels. Familiarity with the basic principles and procedures of library services is also important.

One part-time clerical worker and one part-time technical assistant, or a full-time person with the necessary skills to be responsible for secretarial duties as well as processing and simple cataloging of materials.

Volunteers to assist with circulation, maintenance of Center, and programming. Practicum experience can be provided for college students in connection with project activities.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Bibliographies of Parent-teacher Resources for use with Special Children and Adults and Multi-Media Materials are available at cost of mailing.

Tips for Planning Storyhours and Programs, lists of film and audio-visual materials producers, high interest-low ability material producers, and sample program flyers and brochures are available at no cost.

A Policy and Procedures Manual is available for examination at the library.

Two videotapes, which show services and materials provided, and sample programs, may be viewed at the Center.

▸Demonstration/Site Visit

Consultation with Program Director and/or observation of programs can be arranged by contacting Director for appointment.

Visits to Center alone need not be scheduled in advance.

▸Training

On-site training can be arranged to the extent desired by contacting Director by mail or phone.

CONTACT

Ms. Mary Zajac
Altoona Area Public Library
1600 5th Avenue
Altoona, Pennsylvania 16602
(814) 946-0417

PROJECT: WEE WORLD OF READING

▸Description

The Wee World of Reading program introduces children from economically disadvantaged families to the exciting world of books. This is accomplished by the extensive use of visual dramatizations, including puppetry, flannel board, fingerplays, flip charts, films, filmstrips and recordings, and through the provision of an extensive collection of books and materials for use in child care centers as well as for home loan. In providing books for extensive home loan, the goal was involvement of all family members in reading and books to the extent that they would be stimulated to actively use the public library. A family night at the library was also held to encourage use of the library as a family activity.

Training sessions are provided for personnel of child care facilities and have included demonstrations of storytelling techniques, simple puppet construction, and flannel board preparation. Library materials and equipment are exhibited during these sessions and time is permitted for their examination by agency personnel.

▸Users

Primary users are preschool children located in Head Start, day care centers, and parent-child centers in economically disadvantaged housing units. Secondary participants are parents and other children comprising the family unit. One day care facility serves children with mental and physical handicaps.

▸Facilities/Materials Required

Services are conveyed to children in 36 locations in a nine county area. These locations are day care centers and Head Start centers designated by the Department of Human Services as serving the economically disadvantaged segment of the population. Materials include books, puzzles, pictures, puppets, recordings, films, and filmstrips. Proper equipment to utilize each type of material is also needed. Some equipment is loaned to a center for short periods, while other equipment is used to effectively demonstrate what is available. A vehicle, preferably a van or bookmobile, is needed to transport staff and materials.

▸Descriptors

Preschool/Parenting Programs
Inter-agency Cooperation
Outreach

▸Financial Requirements

Initiating the project averaged $43.72 per child, while continuation and expansion for the second year is averaging $47.34 per child. Necessary expenses included salaries for two staff members, vehicle and related maintenance, equipment, books, and materials.

▸Evaluation

This project has broadened the scope of service which is offered the citizens of the 9-county area served by the Highland Rim Region. By using the Head Start and day care centers as deposit outlets for circulating books for home loan as well as for daily use within the center, we have measured a steady increase in book circulation. Parental appreciation is evident by the excellent care books receive while in the overnight possession of the children. Adult participation is demonstrated by the increased circulation of adult reading materials which are supplied from the region's basic collection. Personnel from the Head Start and day care centers are responsive and cooperative. They voice concern for continued access to both materials and programs. They also comment upon the children's continued interest in programs presented and the eagerness with which they respond to new programs.

FOR PROJECT REPLICATION

▸General Criteria

Identification of need within the community for a specialized introduction of library service to the segment of the population which is isolated from library service for economic or educational reasons.

Cooperation with agencies already extending special health, social or custodial assistance to the target family units.

Staff to implement special services both within the regular library programs and as an extension of the library into the community. Transportation and vehicle maintenance for the staff.

Support and cooperation of the library board and other staff.

▸Staffing/Training Requirements

This project has employed a staff of two full-time persons who have a good general knowledge of children's literature and a special flare for working with preschoolers. Project Coordinator has a major in art and her assistant has a music degree. Although originally the project plan called for a person with a professional degree, necessity dictated this very satisfactory compromise.

½ time clerical assistant to process project materials.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Sample bookmarks, name tags, and newsletters.

Bibliographies:
--Taster's Choice: a sample of Wee World of Reading's Kitchen
--Wee World of Reading's Film bibliography
--Record Album Bibliography
--Sample Bibliography (books)
--Bibliography Catch-Up (Audio-Visual materials, puppets, puzzles, etc.)

All items available free of charge while supply lasts.

▸Demonstration/Site Visit

Site visits welcomed by appointment only.

▸Training

Consultant available at $100 per day plus travel expenses.

CONTACT

Miss Janet Smith, Director
Highland Rim Regional Library Center
2102 Mercury Boulevard
Murfreesboro, Tennessee 37130
(615) 893-3380

PROJECT: EARLY CHILDHOOD ENRICHMENT

▸Description

The goal of this project is to work in close cooperation with all agencies or groups in the city who are teaching and/or caring for children three, four, and five years of age. The objectives of the program are: a) to personally contact all agency directors and explain the many library services available to them and b) to have at least 75% of the agencies receive some type of active continuing library service. The library programs and services available include: 1) providing visits, tours, special films and filmstrips, and storyhours at the library; 2) taking storyhours, picture book sessions and hand puppet shows to the schools and child care facilities, 3) supplying book loans to directors and teachers (thirty five books per teacher for one month loan period); 4) loaning are reproductions for eight weeks; 5) organizing workshops on enrichment in literature, storytelling, and puppetry in conjunction with local organizations and/or institutions to demonstrate the use of the library and library materials to teachers and parents; 6) presenting at least two special programs for the nursery and kindergarten groups; and 7) providing a special project of storytelling on a local community college educational television station.

▸Users

The target group consists of forty-three public and private nurseries, day care centers and kindergartens in the city plus thirty one public schools with kindergartens and/or Head Start programs. The number of children to be reached was 5,788, however, in actuality the project has reached almost 22,000 children.

▸Facilities/Materials Required

Facilities utilized include the Central Library, three library branches, and anywhere near, in, or by the child care facility or school being visited. Playgrounds, cafeterias, kitchens, outdoor steps, and parks have all been the site of library programs. Materials for the preschool child are both print and non-print. The libraries' children's collections are used extensively along with all types of media such as filmstrips, finger puppets, hand puppets, flannel boards, etc. The children themselves are used as props and scenery to dramatically illustrate stories. Realia of all kinds (rocks, popsicle sticks, sponges, etc.) are also used to stimulate the children's imaginations.

▸Descriptors

Preschool/Parenting Program
Inter-agency Cooperation
School-Public Library Cooperation

▸Financial Requirements

Project involved major expenditures for non-print media and equipment--$4,500 and $3,850 respectively for the first two years. Other expenditures were for workshop materials and operating costs (supplies and postage)--approximately $185/year. Staff time was not accounted for here but must be taken into consideration in any replication of the project. Additional costs may include speakers' fees and supplies for workshops.

▸Evaluation

Library staff maintained agency information sheets detailing initial contact, individual visits to the agency, and agency visits to the library. All directors and teachers were asked to complete a questionnaire for final evaluation of the project. The response was indicative of success. Approximately 22,000 three, four and five year old children were served on a continuing basis during this contract period. This was nearly four times the number of children the project set out to reach. The majority of agencies schedule their children regularly for programming in the library. Teacher loans far exceeded expectations and continue to increase. Special programs at Christmas and during National Library Week were filled to capacity by eager children. Workshop participants indicated that each session was practical and informative and of value in their teaching.

FOR PROJECT REPLICATION

▸General Criteria

Commitment of existing staff to the need for such a project since they must expend additional manhours in the community as required by the project; hiring additional personnel or using volunteers might be an alternative.

Continuing contact by staff of Youth Department will all agencies, including those newly established. Periodic evaluation of services and activities for the preschool child.

▸Staffing/Training Requirements

Project made use of regular library employees: one full-time Project Coordinator, three full-time Youth Librarians, three para-professionals, and two clerk/typists from the Central Library and three branches.

Speakers for workshops, either volunteer or paid.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Sample copies of the following available free upon request:

--Agency report sheets.
--Monthly timetable for implementation of program.
--Final program evaluation questionnaire.
--Teacher loan explanation sheets.

▸Demonstration/Site Visit

Site visits welcomed. Please make arrangements in advance.

▸Training

On-site observation of program activities and consultation with project staff can be arranged. Consultant available for travel expenses and negotiable fees. Consultation with Project Coordinator by telephone or mail.

CONTACT

Ms. Ann Ousley
Project Coordinator
Amarillo Public Library
P.O. Box 2171
Amarillo, Texas 79105
(806) 372-4211, Ext. 265

PROJECT: LIBRARY SERVICES TO THE AGED

▸Description

This project provides library services which encourage the aging to: a) continue leading a productive life, b) participate in educational and recreational activities, and c) better understand and accept the process of aging. The activities include: 1) Service to residents of nursing homes with deposit collections of large print books and audio-visual materials for daily use, supplemented with a weekly visit by the librarian. A monthly film showing is offered, and occasionally a musical sing-a-long using large print songbooks or transparencies of old familar songs. 2) The 200 persons over 65 attending the nutrition center are given complete library service daily through the miniature branch called "Food for Thought." A full range of materials is offered including books, cassettes, records, periodicals, and newspapers. Frequent programs are presented consisting of physical exercises, music, and a bingo-type game called "Singo." 3) In-house programs are provided for members of the local chapter of the American Association of Retired Persons and consist of defensive driving, health and safety, nutrition and budget guidance, income tax aid, and "over 55" art exhibits. The library also encourages interest in local history and genealogy as new hobbies.

▸Users

Institutionalized and non-institutionalized persons over 65 years of age. In particular, senior citizens who are residents of area nursing homes, participants of the nutrition center, or members of the American Association of Retired Persons' local chapter.

▸Facilities/Materials Required

Office space for librarian.
Public meeting room for programs.
Six large book carts for use within nursing homes.
Sizeable collection of large print books and periodicals.
Audio-visual equipment and materials.
Materials in Spanish language to serve those elderly patrons with limited English-speaking ability.

▸Descriptors

Aging

▸Financial Requirements

Cost of this program depends on the size of the target group, the equipment on hand, and the availability of staff and/or volunteers. A $30,508 grant launched this effort with funds divided approximately in thirds for personnel, software, and hardware.

▸Evaluation

An advisory council, consisting of representatives from the nursing homes, the nutrition center, and the American Association of Retired Persons, give review and direction, and aided in the planning and evaluation of the program. The first evaluation report is in the form of a cassette/slide program with accompanying script (available for loan). Although inadequate for determining the effectiveness of such a program, the daily and monthly statistical reports of circulation and attendance at programs show evidence of continued interest in and appreciation of the Library's efforts. A questionnaire, distributed at the conclusion of the first eighteen months of the program, revealed an overwhelmingly positive response to the project. The most concrete indication of the project's success was its continuation, made possible through the employment of an outreach librarian by the city.

FOR PROJECT REPLICATION

▸General Criteria

The need for library services for the aged in institutions, aging persons living in their own homes without transportation, and retired persons who are still active in the community.

The cooperation of all administrators and leaders of the participating groups or agencies.

Local support and publicity are necessary to the success of the program.

▸Staffing/Training Requirements

One full-time librarian who has good rapport with elderly people. This is of greater importance to the project than a knowledge of books. Experience with audio-visual equipment is helpful, but can be learned on-the-job.

Volunteer speakers on subjects of interest to the aging.

Volunteer musician (helpful but not absolutely necessary).

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Bibliography of large print books at $4.00 per copy.
Large print song book at $4.00 each.
Samples of publicity free.
Slide program with cassette describing the first six months of the project will be loaned on temporary basis.
Samples of "Singo" game free.
Bibliography of genealogical resources available on interlibrary loan.

▸Demonstration/Site Visit

On-site visits may be made by advance appointment with the Outreach Librarian.

▸Training

Consultation by telephone or in person with Project Coordinator any time during library working hours.

CONTACT

Ms. Pattie Lambright, City Librarian
Ms. Bobbie Taylor, Coordinator
Grand Prairie Memorial Library
326 West Main Street
Grand Prairie, Texas 75050
(214) 264-1571

PROJECT: MIGRANT SERVICES

▸Descriptors

Migrants
Bicultural/Bilingual
Bookmobile
Outreach- ural

▸Description

The project aims to introduce disadvantaged Mexican-American migrant workers and their families to the benefits of public library services. The migrants come to Chandler Mountain annually in the late spring and summer to pick the tomato crops. While residents of the migrant village, they are served by the St. Clair County Library's bookmobile, which supplies them with newspapers, magazines, books, records, and tapes in both English and Spanish. These materials are specially selected to meet the unique needs of migrants of all ages. Bookmobile visits are also scheduled for the Migrant School, thereby benefiting the approximately 300 children enrolled during the summer months. By taking part in the educational and cultural development of these under-privileged people, the library is helping to improve their lives and futures.

▸Users

All residents of the migrant village benefit from this program. The patrons of the bookmobile vary in age from preschool to adult.

▸Facilities/Materials Required

A bookmobile is required to render this service. Bilingual materials, Spanish language books, tapes, records, etc. that relate to the cultural background of the migrants and respond to their specific needs must be selected. Materials of high interest and easy readability are especially necessary.

▸Financial Requirements

The estimated cost of the project is $5,200. This includes $1,800 for salaries; $500 for equipment; $300 for bookmobile travel expenses; and $2,600 for books and other materials.

▸Evaluation

The project's success has been the subject of numerous complimentary reports submitted by the teachers and principal of the Migrant School. Local citizens have also written letters commending the Library's work at the migrant camp.

FOR PROJECT REPLICATION

▸General Criteria

Disadvantaged migrant workers and their families who need easily accessible library materials to encourage learning.

▸Staffing/Training Requirements

Project Administrator.

Two employees to visit project site via bookmobile.

Two clerical employees to prepare project materials.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Slides, photographs and taped recordings of the project are available for examination at the library.

▸Demonstration/Site Visit

Site visits by appointment only during June, July and August.

▸Training

On-site training through observation may be arranged for the summer months.

CONTACT

Ms. Beverly Barber
St. Clair County Library
Pell City, Alabama 35125
(205) 338-7331

PROJECT: LEARN A BUNCH AT LUNCH

▸Descriptors

Volunteers
Adult Continuing Education

▸Description

A weekly educational and recreational lunchtime program, Learn A Bunch At Lunch is designed to attract downtown area workers to the Little Rock Public Library (also downtown) and to help them find ways to use their leisure hours creatively. Participants eat sack lunches while listening to programs given by volunteer specialists. Books on the subject are displayed, and reading lists are given away each time. The Friends of the Library furnish free coffee, soft drinks and door prizes. Programs are 35 minutes long, and have covered a wide range of topics, including how-to's, ragtime, investments, wildflowers, Sherlock Holmes, outdoor fun, auto repair, and furniture refinishing. The program is in operation from September through May.

▸Users

Downtown area workers, retired persons and homemakers.

▸Facilities/Materials Required

A library meeting room is necessary, and a slide projector and screen are helpful. General library collection is used for displays. Access to a duplicating machine or other printing equipment for flyers, book lists, etc. is required.

▸Financial Requirements

Cost is minimal if staff available to direct the program. Printing costs would vary according to method used and equipment available. Printing cost estimate ranges from $70 to $200 for a 9-month program. This includes monthly flyers and weekly booklists. An additional $60 is needed for postage to cover mailing list costs.

▸Evaluation

This program has greatly increased the public's awareness of the Library and has generated a considerable amount of publicity in the media. Attendance averages 60. Response has been enthusiastic and each program attracts new persons who have not come previously.

FOR PROJECT REPLICATION

▸General Criteria

A need to attract more persons into the library on their lunch hours.
An active, enthusiastic Friends of the Library or other volunteer group is very helpful.
Good cooperation between library staff and volunteers presenting programs.

▸Staffing/Training Requirements

A staff persor with publicity skills and sufficient time to coordinate the program on a continuing basis; library staff to prepare reading lists and book displays; volunteer speakers to give programs in speciality areas.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Samples of flyers and radio spot announcements available with stamped, self-addressed envelope.

▸Demonstration/Site Visit

Visitors welcome any time from September to May.

▸Training

Special training to initiate this program is not necessary. Consultation is available by phone or mail.

CONTACT

Ms. Susan Kleihauer
Community Affairs Coordinator
Central Arkansas Library System
700 Louisiana
Little Rock, Arkansas 72201
(501) 374-7546

PROJECT: BIBLIOTHERAPY

▸Descriptors

Bibliotherapy
Institutionalized - Psychiatric Hospital
Convalescent Hospital
Inter-agency Cooperation
Mentally Handicapped

▸Description

The bibliotherapy project acquaints emotionally handicapped individuals with the library as a resource for theraputic experiences, personal growth, and constructive recreation. Bibliotherapists travel to area mental health facilities to conduct group sessions using library materials as tools to focus and facilitate insightful theraputic activities. The bibliotherapist meets with treatment facility staff to determine the needs and interests of clients, selects appropriate literature and presents selections orally. The group participants discuss the material and are encouraged to respond to it by identifying with the characters and relating themselves to the interpersonal dynamics illustrated in the story. In this way, the group experience offers participants personal insights. In addition to group therapy sessions, reading is encouraged through deposit collections at the facilities, reader guidance services, and library visits. Reference questions for clients and staff are also handled.

▸Users

Emotionally handicapped and/or aged person in residential treatment facilities, psychiatric hospitals, board and care homes, convalescent hospitals, etc. Substance abusers in alcohol and drug rehabilitation programs. Inmates of the county jail.

▸Facilities/Materials Required

Meeting rooms at facilities being served. Space within library for two desks. Access to print materials, film collection, and duplicating machine. Materials consist of carefully selected short stories, plays, essays, articles, novels, poetry, song lyrics, films, records, and cassettes. Tape recorder, film projector, and cassette player helpful. Cars for transportation.

▸Financial Requirements

Initial cost for materials is $500. Most significant continuation cost is for staff. The Bibliotherapist I and II salaries are comparable to Librarian I and II. A part-time clerk is highly desirable. Cost per project beneficiary is approximately $10.

▸Evaluation

Written evaluations by facilities' staffs express the value of bibliotherapy in their treatment programs and urge expansion of library services to reach more of their patients. Comments include: "unique way of getting patients to organize their feelings;" "positive parts of patients' personalities are reinforced;" "helps to push clients gently toward a more healthy pattern;" and "provides opportunities for self-expression and self-awareness."

FOR PROJECT REPLICATION

▸General Criteria

Existence of mental health treatment community (facilities, hospitals, rehabilitation programs, drop-in centers, etc.) Good working relationship with community mental health treatment facilities. Support and cooperation of facility/ward staff is essential.

▸Staffing/Training Requirements

Two full-time bibliotherapists skilled in counseling, communication, group dynamics, and knowledgeable about literature. Must be comfortable relating to sub-culture, counter-culture, ethnic minorities, and mental health professionals.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Bibliography of materials used in bibliotherapy groups available for 25¢ handling charge. Bibliography of published articles about project and a sample evaluation questionnaire available upon request.

▸Demonstration/Site Visit

Site visits can be arranged. Contact Bibliotherapy section of Santa Clara County Library by mail or phone to arrange observation of bibliotherapy session.

▸Training

On-site training is possible. Arrangements must be made in advance. Consultation and workshops are available for negotiable fees, plus travel expenses.

CONTACT

Mr. Bruce Bettencourt
Ms. Clara Lack
Santa Clara County Library
1095 North Seventh Street
San Jose, California 95112
(408) 293-2326

PROJECT: CHIPS (CONSUMER HEALTH INFORMATION PROGRAM & SERVICES/SALUD Y BIENESTAR)

▸Descriptors
Health Information and Education Service
Consumer Education
Interlibrary Cooperation
Bilingual/Bicultural
Information and Referral Services
Volunteers

▸Description
CHIPS is a bilingual consumer health information and referral service. Its goal is to assist the national effort to improve the health of the American people by making current factual health information available through the library in languages and formats easily understood by the public. A distinguishing feature is the interlibrary cooperation between two regional libraries, L.A. County Harbor General Hospital Medical Library and Carson Regional Library of the L.A. County Public Library System. Primary functions are: development of a patient information collection for the hospital; daily operation in the public library of a TEL-MED system (pre-recorded health tapes by phone in both Spanish and English); dissemination of bilingual health-related materials; and, researching of reference questions. Activities include cooperation with government agencies and local and national health organizations, and staff training to handle inquiries for information about health problems, programming, and workshops.

▸Users
Target group consists of residents of the southwest section of Los Angeles County. This encompasses over two million people and a multi-ethnic population. (Approximately 26% of the population is Spanish-speaking.)

▸Facilities/Materials Required
Facilities: regional public library
regional medical library
patient library
Materials: Telephones, TEL-MED System, TWX, MEDLARS Databases, System Catalog, and mail are currently used.

▸Financial Requirements
Initial costs for purchase of equipment and staff salaries were $53,000. Total budget for two-year period is $150,000. Budget figures do not reflect in-kind contribution of staff, physical facilities, established services and existing collections.

▸Evaluation
Formal evaluations of the project are currently in progress. These include: study of comparative statistics on usage of all materials purchased for project; analysis of users' written and verbal requests and feedback; study of accessibility of health materials to patrons through improved subject headings in the System catalog.

FOR PROJECT REPLICATION

▸General Criteria
Endorsement of local medical society and governing body of jurisdiction. Support of administrative staff, citizens, health professionals. Belief in the necessity of the project by staff members of cooperating libraries.

▸Staffing/Training Requirements
One librarian with a bio-medical background; one bilingual clerk; volunteers to operate TEL-MED System 64 hours a week; in-kind contribution of time from medical and public libraries' staffs.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials
Samples of the following available free of charge: Health Information Line-TEL-MED brochures, newsletter, Project Highlight Sheet, Library Sheet, bibliographies, suggestions for programs, calendar of national health events.

▸Demonstration/Site Visit
Site visits can be arranged to all three locations. Appointment should be made in advance.

▸Training
On-site observation can be arranged. Project workshops may be audited by outside parties. Consultant available for travel expenses and fee.

CONTACT

Ms. Judith A. Furman
CHIP Project Coordinator
150 E. 216th Street
Carson, California 90745
(213) 830-0909

PROJECT: COOPERATIVE INFORMATION NETWORK (CIN)

▸Descriptors

Library Networks
Interlibrary Cooperation
Staff Development

▸Description

The Cooperative Information Network is a 4-county reference and referral service whose goal is the development of a communications network among all types of libraries: public, school, academic and special, for the purpose of expanding and improving information services. Over 300 libraries are linked via TWX, telephone and mail. A Directory of Resources (with subject index) lists information on each member library and encourages independent searching. Member libraries may use the services of back-up reference librarians available in each district. Additionally, CIN sponsors a researcher at Stanford University. A special staff development component provides workshops, staff exchanges, seminars and media presentations. Prototype training programs, recordings and models are disseminated throughout CIN and the state. A bi-monthly newsletter is mailed to all member libraries.

▸Users

Clients include anyone who resides, works or attends school in any of the four participating counties of San Mateo, Santa Clara, Santa Cruz and Monterey.

▸Facilities/Materials Required

CIN occupies 2 adjacent offices at Stanford University's Main Library. TWX, telephone and mail are currently used by member libraries as well as by CIN headquarters to respond to queries.

▸Financial Requirements

CIN's 1976-1977 budget was approximately $100,000 of which $40,000 was used for the staff development component. Personnel costs were approximately 72%, equipment 3%, and operating expenses 25% of the total budget. There is no charge to participating libraries for membership, for reference inquiries or attendance at programs.

▸Evaluation

The network has greatly expanded each member library's capability to serve successfully the information needs of its clientele. The total number of inquiries sent to the researcher based at Stanford has more than doubled in the last year. Logs of member libraries attest to a continuing growth pattern of usage. Evaluation forms, filled out by attendees at CIN workshops and seminars, help project the format of new programs.

FOR PROJECT REPLICATION

▸General Criteria

Need to create a responsive interacting, inter-type pattern of library service, and eliminate artificial jurisdictional boundaries which might otherwise limit a library's ability to respond to its constituency.

▸Staffing/Training Requirements

This project employs a staff of 8: the CIN Coordinator, the CIN Staff Development Director, a reference/researcher at Stanford, 3 district back-up librarians and 2 clerical employees.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

CIN Directory of libraries, available at $10 per copy.
Selected back issues of newsletters, annual reports and union lists, free.
Descriptive brochures available upon request.
Resource List of Staff Development, free while supply lasts.

▸Demonstration/Site Visit

Site visits by appointment only.

▸Training

Consultant services are available by mail and telephone.
Staff Development Specialist available for consultation by special arrangement.

CONTACT

Ms. Ronny Markoe, Coordinator
Cooperative Information Network
Room 200A, Main Library
Stanford University
Stanford, California 94304
(415) 329-8287

PROJECT: COLONET-ICN (COLORADO NETWORK-INFORMATION AND COMMUNICATION NETWORK)

▸Descriptors

Library Networks
Interlibrary Cooperation

▸Description

COLONET-ICN provides improved reference and interlibrary loan services through a statewide network. Communicating terminals placed in 5 of the state's 7 regional library service systems enable them to transmit on-line information retrieval search requests and interlibrary loan requests to the Bibliographical Center for Research (BCR) for execution. BCR transmits results back to the systems within 24 hours. In the heavily populated systems, on-line search requests are executed by libraries within the systems; interlibrary loan requests are sent via carrier. The project includes extensive marketing assistance and training for libraries throughout the state in the principles of on-line searching, the appropriateness of requests for searching, and the interpretation of on-line printouts. Demonstrations for end-users are being conducted throughout the state.

▸Users

Adult citizens of Colorado. End-users are assessed approximately 80% of the total direct and indirect costs of on-line search services.

▸Facilities/Materials Required

300 baud communicating computer terminals, and extensive, centrally located collection of on-line search aids and interlibrary loan tools.

▸Financial Requirements

Initial costs for the project were $84,890. This included: leasing of computer terminals, telecommunication lines, salaries for 1/2 time Project Director and 1/2 time clerical assistant, and statewide training of librarians. Costs for following year are $79,468. Included are the above categories plus two additional terminals and a greatly expanded training effort.

▸Evaluation

On-line search services are being evaluated via a survey of end-users. Individuals utilizing the communicating terminals are being surveyed to determine if the equipment is satisfying the requirements of the project and alternative terminals are being investigated. The training sessions sponsored by the project were very well-received by participants.

FOR PROJECT REPLICATION

▸General Criteria

Cooperation of libraries throughout the service area; on-line retrieval specialists; extensive collection of search aids and interlibrary loan tools. Ideally, network should be built on an existing network.

▸Staffing/Training Requirements

The central node (BCR) employs 8 professionals and 6 clerical employees. At least half of the staff is involved directly in the project. Several staff members of the Colorado State Library have contributed many hours of work to the Project.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Available for cost of xeroxing (5¢ per page) and postage:

Project Application, 39 pgs.
Interim Report, excluding training materials and marketing kit, 22 pgs.

▸Demonstration/Site Visit

Site visitation by appointment only.

▸Training

Consultant services are available at $27/hr. plus travel expenses. Training sessions are available. Contact BCR for details.

CONTACT

Ms. Susan Snow
Project Director, COLONET-ICN
Bibliographical Center for Research
1357 Broadway
Denver, Colorado 80203
(303) 534-6623

PROJECT: DIAL-A-STORY

▸Descriptors

Children's Services

▸Description

The project aims to introduce children to literature by means of recorded stories on the telephone. By dialing the Dial-A-Story number, listeners can hear a three-minute, twenty-second story read by a trained Children's Librarian. Stories are changed weekly on Mondays. The service is available 24 hours a day via four lines housed in one instrument.

▸Users

Primarily children from ages four to eleven, but older children and adults are users as well.

▸Facilities/Materials Required

Telephone with the desired number of lines and a recording device. Attached counter to tally the number of calls received.

▸Financial Requirements

Cost for the first year was approximately $900 including installation. Present monthly billings are $110.

▸Evaluation

Project has been highly successful judging by the amount of use this service receives. Total number of calls recorded at the end of the first year: 350,974.

FOR PROJECT REPLICATION

▸General Criteria

Positive staff attitude and support is essential with a willingness on the part of the staff to search out suitable stories. Community interest supported by wide initial publicity to the public, followed by periodic re-publicizing.

▸Staffing/Training Requirements

Workload may be handled by one person or distributed among other available staff members. Our project uses professional Children's Librarians.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Samples of advertising fliers, available free.

▸Demonstration/Site Visit

Site visit by appointment.

▸Training

On-site demonstration. Consultation with project coordinator by telephone or mail.

CONTACT

Ms. Elizabeth B. Murphy
Deputy Coordinator
Children's Services
D.C. Public Library
901 G Street, N.W.
Washington, D.C. 20001
(202) 727-1151

PROJECT: GEORGIA LIBRARY INFORMATION NETWORK (GLIN)

▸Descriptors

Library Networks
Interlibrary Cooperation

▸Description

GLIN provides quick access to information in libraries throughout Georgia and promotes interlibrary loan cooperation through a central locator source. The Division of Public Library Services serves as its operational center. Membership is open free of charge to all Georgia libraries. Several libraries with strong resources are designated as Resource Centers and these are reimbursed for cost of interlibrary loans completed for GLIN members. In and out WATS lines connect the Division's Atlanta offices with participating libraries. Members call (or mail less urgent) requests for needed materials and information. When materials requested are not available from the Division's Readers Services' collection, location and bibliographic assistance for an interlibrary loan is furnished by checking with the Union Catalog of the Atlanta-Athens Area, SOLINET, NUC, etc. A transaction number system is used to show that requests have cleared through GLIN and to provide a record for reimbursement purposes.

▸Users

GLIN serves all residents of the state through all types of libraries. School libraries are served indirectly through their local public libraries.

▸Facilities/Materials Required

Central library with a strong book collection and extensive reference and bibliographic resources. In and out-bound WATS telephone lines or some other quick system of communication. Access to an area union catalog or membership in a network such as SOLINET or OCLC which can be used as a location tool.

▸Financial Requirements

Total annual cost for GLIN operations for 1977 is approximately $100,000 including costs for reimbursement to Resource Centers and Union Catalog, SOLINET membership, WATS lines, and salaries. Resource Centers are reimbursed $2.50 per completed interlibrary loan and the Union Catalog of the Atlanta-Athens area receives $1.00 per title searched for location.

▸Evaluation

GLIN was established in 1969 with 70 members. Participation has steadily increased so that today in 1977 there are 110 members (46 public, 41 academic and 23 special libraries). The number of interlibrary loans completed through GLIN increased from an average of 100 per month in 1970 to 754 per month in 1976.

FOR PROJECT REPLICATION

▸General Criteria

Climate for cooperation. Recognition by both large and small libraries of the benefits gained from pooling of resources.

Provision for reimbursing the Resource Centers for services rendered.

▸Staffing/Training Requirements

Staff of three professional reference librarians and two clerical employees, plus administrative support. GLIN staff members are intermeshed with other Readers Services' personnel.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Informational brochures and sample forms free upon request.

▸Demonstration/Site Visit

Visitation by appointment only.

▸Training

Observation and explanation at the site.

CONTACT

Mr. Carlton J. Thaxton, Director
Division of Public Library Services
156 Trinity Avenue, S.W.
Atlanta, Georgia 30303
(404) 656-2461

PROJECT: UNION CATALOG OF GUAM AND PACIFIC AREA MATERIALS

▸Descriptors

Interlibrary Cooperation

▸Description

The compilation and printing of the Union Catalog of Guam and Pacific Area Materials is a cooperative project involving all the libraries on the island. The holdings of each library were identified and published in book form, supplemented with a card catalog. Updates in catalog card form are issued periodically and distributed free to participating libraries. This project has helped to expedite the location of materials for patrons and provided an invaluable reference and research tool to the island's collections which contain many rare and unique materials on Guam and the Pacific area.

▸Users

Anyone interested in material on Guam or the Pacific area including local patrons, the Government of Guam, and off-island libraries. There is no cost to users of the catalog unless purchase is desired.

▸Facilities/Materials Required

Access to printing facilities is necessary. Other than printing supplies and catalog cards, no special facilities are required.

▸Financial Requirements

Cost for staff salaries, supplies and printing amounted to $19,320.

▸Evaluation

Identifying materials and location has helped foster greater cooperation among island libraries. This project has extended the territorial libraries' capabilities in providing patrons access to unique materials on the Pacific area.

FOR PROJECT REPLICATION

▸General Criteria

Interest in compiling a local/regional union catalog and need for such a bibliographic reference tool.

Cooperation of all participating libraries.

▸Staffing/Training Requirements

This project required a staff of four: one professional librarian, two para-professionals, and one typist.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

A copy of the union catalog may be obtained for $15.

▸Demonstration/Site Visit

Site visitation by appointment.

▸Training

Workshops arranged upon request.

CONTACT

Mrs. Magdalena S. Taitano
Territorial Librarian
Nieves M. Flores Memorial Library
P.O. Box 652
Agana, Guam 96910

PROJECT: LILIHA LIBRARY AFTERSCHOOL ACTIVITIES PROJECT

▸Descriptors
Children's Services
Outreach-Urban
Arts and Humanities
Interagency Cooperation

▸Description
The project seeks a) to serve the cultural needs of non-reading children from a low-income neighborhood by providing programs and activities in the library afternoons after school, and b) to make library materials meaningful by relating them directly to the current and developing interest of the children. The impetus for activities, held four days a week and Saturdays, comes from the children themselves, and have included: 1) Music: guitar and ukulele lessons, jam sessions 2) Art: ceramics, drawing, painting, silk screening, paper sculpture, and photography 3) Acting: puppetry and play production 4) Building: model-making, glider-building, sets-and props-making 5) Science: salt water aquarium and ocean life, field trips 6) Literature: storytelling and creative writing, and 7) Audio-Visuals: media viewing. The Children's Librarian and community people with the necessary skills conduct the activities which are coordinated whenever possible with those provided by other city and state agencies.

▸Users
Children ten through sixteen years old from the low-income neighborhood served by the library. The project targeted children from this multi-ethnic community who had restless, disruptive behavior and low motivation.

▸Facilities/Materials Required
Library activity room where 15-20 children can be active in art, music, and drama programs. 50% print and 50% non-print media relating to activities, including matted and framed art prints, film loops, records, cassettes, etc. Equipment to utilize media: record & tape players, film projectors, wet carrels, etc. Materials: paints, paper, clay, photographic film, musical instruments, etc.

▸Financial Requirements
Annual costs for salaries, materials and equipment are approximately $20,000. Includes fees for music, art, and hobby activities leaders.

▸Evaluation
After three years, participation remains close to the maximum of 150 per week. Comments of parents and participants are enthusiastic. Children's use of related books, audio-visual materials, and the artprint collection has greatly increased. The extent of continued involvement by the community is also indicative of success. Many community resource people have offered their time and their agency's services and equipment to help further the project's goals.

FOR PROJECT REPLICATION

▸General Criteria
Staff adaptable to a community center atmosphere in the library.
Project personnel flexible & responsive to children's changing interests. Willing to experiment.
Support, participation and maintained cooperation of community.
Regular publicity to reach target.

▸Staffing/Training Requirements
This project is staffed by a Project Manager, Children's Librarian, full-time ACTION volunteer, 2 half-time college aides, and artist instructors paid by the hour.

Volunteer experts from the community present programs and engage in activities periodically.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials
Samples of flyer distributed through neighboring schools and a list of materials and equipment used for activities is available free.

▸Demonstration/Site Visit
Site visitation and consultation can be arranged with Project Manager by telephone or mail.

▸Training
On-site training through observation of project in action.

CONTACT

Ms. Nancy Nott
Afterschool Activities Project
Liliha Community Library
1515 Liliha Street
Honolulu, Hawaii 96817
(808) 537-9991

PROJECT: ILLINOIS LIBRARY SYSTEMS' INTERLIBRARY COOPERATION CONSULTANT PROGRAM

▸Descriptors
Library Networks
Interlibrary Cooperation

▸Description
This project was designed to provide each of the Illinois library systems with an experienced librarian to work at the system consultant level with academic, public, school, and special libraries in the system area. The consultant is stimulating the development of a strong program of interlibrary cooperation activities among all types of libraries for sharing resources and improving services. This is a voluntary program in which 17 systems have chosen to participate. Each library system is developing its own goals and objectives based on the needs in its particular system area. Specific programs resulting from this project have been: a system resources directory; affiliate advisory councils; direct borrowing from academic libraries by the public; discussions on resource sharing among systems, increased interlibrary loan activities.

▸Users
Librarians in all types of libraries, library systems, library users.

▸Facilities/Materials Required
Telephone, teletype, mail, car, workshop materials.

▸Financial Requirements
Cost per participating library system is $30,000/year which covers clerical assistance, materials, and the additional costs incurred by increased interlibrary loan activities.

▸Evaluation
This program has resulted in: increased contact among all types of librarians in a system; broader perspective and understanding of the network concept by system staffs; addition of more libraries to the Illinois Library and Information Network; greater use of local resources regardless of the patron's type of library affiliation; and the laying of a foundation for the development of more extensive cooperative activities.

FOR PROJECT REPLICATION

▸General Criteria
Participating library systems must be willing to experiment in order to improve and expand programs to all types of libraries.

▸Staffing/Training Requirements
Librarian with strong philosophy of interlibrary cooperation and networking to work at consultant level. Appropriate training/experience in different types of libraries is useful.

Support staff is also necessary.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials
Contact systems for materials: List of CE activities in Chicago Metropolitan Area (Chicago Lib. Sys.); Union List of Periodicals & Newspapers (DuPage Lib. Sys.); "What it Means to be a School Library Affiliate" (Shawnee Lib. Sys.); special pamphlets on ILLINET (Great River Lib. Sys.)

▸Demonstration/Site Visit
Site visits available by appointment with specific library system.

▸Training
Consultant available by mail and telephone. Consultant services to other sites by special arrangement.

CONTACT

Mr. William DeJohn, Senior Consultant Library Cooperation
Illinois State Library
Library Development Group
Centennial Building, Room 011
Springfield, Illinois 62756
(217) 782-7848

PROJECT: A MATHEMATICAL MODEL OF THE ILLINOIS INTERLIBRARY LOAN NETWORK

▸Descriptors

Library Networks
Interlibrary Cooperation

▸Description

A mathematical model and associated computer programs have been developed for analysis of alternative request routing and document delivery policies within an interlibrary loan network. The computer programs require data characterizing requesting and resource libraries in terms of demands, probabilities of success, processing times and costs, and delivery times. For a chosen routing and delivery policy, the model predicts probability and average cost of satisfying a request, average time from initiation to receipt of requested item, and average request processing loads throughout the library network of interest. The model has been applied to several case studies within the Illinois Library and Information Network (ILLINET) including an analysis of the impact of computer technology (e.g., OCLC and CLSI) on network performance and a study of a regional network of ILLINET. The model can be used to analyze any interlibrary loan network since a particular network is defined by the input data and is not built into the computer program.

▸Users

Managers of library networks.

▸Facilities/Materials Required

A medium-scale, time-shared digital computer with FORTRAN compiler and the data noted above.

▸Financial Requirements

Approximately $20,000 has been devoted to developing the model and computer programs. An additional $25,000 has been and continues to be invested in case studies using the model. Implementation by other organizations, however, could require considerably less funding depending on the availability of facilities, data, and computer programs.

▸Evaluation

The policy recommendations generated using the model often have been directly implemented or have had indirect impact on policy decisions. Further, the process of using the model has led to considerable insight concerning the important factors affecting network performance.

FOR PROJECT REPLICATION

▸General Criteria

Access to appropriate computer facilities and availability of data characterizing requesting and resource libraries.

▸Staffing/Training Requirements

One half-time systems analyst for six months.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

A list of project reports, available through ERIC, will be supplied upon request.

Computer programs are available subject to permission being obtained from the Illinois State Library.

▸Demonstration/Site Visit

Demonstrations at the University of Illinois by appointment only.

▸Training

Consultant available at $200 per day plus travel expenses.

CONTACT

Prof. William B. Rouse
Dept. of Mechanical and Industrial Engineering
Coordinated Science Laboratory
University of Illinois
Urbana, Illinois 61801
(217) 333-7474

PROJECT: LIBRARY VIDEO PROJECT

▸Descriptors

Audio-Visual
Volunteers

▸Description

Since 1974, the library's video center has leased a cable channel and cablecast programs of community interest. The center's objectives are: 1) to provide the library with a means of producing video programs that meet the information needs of the community; 2) to familiarize community members with video techniques through weekly workshops that teach them how to plan, prepare, and tape programs; 3) to establish guidelines for other libraries seeking involvement with video; and 4) to act as a collection and dissemination point for a network of tape exchanges and information sharing. Presently, 45 different community groups (clubs, organizations, schools, etc.) are actively involved taping meetings and producing programs. Even children (ages 8-15) participate. A weekly "Kids Alive" program is prepared, directed, taped and cablecast by library-trained youngsters. All tapes produced are added to the library's collection and cablecast by "request programming" or shown over close-circuit TV in the library meeting room or in schools.

▸Users

Children ages 8-15, adults, community groups (civic organizations, clubs, government agencies, schools, etc.) participate in workshops and programming. Approximately 7,500 area residents (Channel TV subscribers) benefit from cablecast library programs.

▸Facilities/Materials Required

A studio in the library houses video equipment, video tape and personnel. Materials and equipment utilized in this project include video tape, video cameras, video recorders, audio accessories, editing decks, Special Effects Generator and a light kit.

▸Financial Requirements

Annual operating cost of this program including staff and equipment is about $30,000. Initial purchase of equipment was approximately $20,000. Additional items have been added in subsequent years and each year's budget includes some replacement or new purchase of materials and equipment.

▸Evaluation

Monthly statistical and quarterly narrative reports are prepared and contain the following information: number of new programs produced, hours of cablecasting, equipment check-outs, requests for programs, tape purchase and rental exchanges, workshop attendance, titles of new programs, and community groups involved with production. During 1976, 371 new programs were produced and 248 adults and 103 children were trained in the use of ½" portable video equipment.

FOR PROJECT REPLICATION

▸General Criteria

Library staff support and participation. Broad-based community support and awareness. Well-trained active group of volunteers. Commitment to the use of video as an informational agent within the library structure and as an outreach project to the total community.

▸Staffing/Training Requirements

This project employs one full-time professional librarian who works with two full-time professional video specialists. A group of 10-20 volunteers serve as cablecasters, production assistants and camera persons on a regular basis.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Video Tape Catalog ($1.00 to cover postage and handling).

Southern Indiana Artisans Brochure, copies of video forms, Fact Sheet, copies of monthly report, available free upon request.

▸Demonstration/Site Visit

Site visits can be arranged. Consultation with Project Coordinator by telephone or mail.

▸Training

Participation in video workshops can be arranged. Consultation at other sites is available for travel expenses and negotiable fees.

CONTACT

Ms. Becky McKelvey, Video Librarian
Mr. Don Smith, Community Access Coordinator
Monroe County Public Library
303 E. Kirkwood Avenue
Bloomington, Indiana 47401
(812) 339-2271, Ext. 20

PROJECT: HOME DELIVERY SERVICE OF LIBRARY MATERIALS

▸Descriptors

Homebound
Aging
Volunteers

▸Description

This home delivery program provides individualized services and all types of library materials to persons without access to the library because of ill health, confinement, handicap, etc. Homebound patrons, located via churches' shut-in lists, nursing homes, visiting nurses, Meals-On-Wheels, Commission on Aging, and the Sheriff's office, are visited for an hour every two weeks by volunteers or library staff. Volunteers are recruited and coordinated by the Project Director who arranges for training and scheduling. A diligent effort is made to match volunteers with prospective clients according to reading interests, hobbies, and other associations, so that the personal visits can more fully enrich the homebound person's life. Special assistance is given to handicapped patrons through long-term loan of talking book machines, various types of magnifiers, cassette players and large print books, magazines, and newspapers. In special cases, children of handicapped, ill, or welfare mothers are brought to the library.

▸Users

Homebound persons in private homes, nursing homes, hospitals, the county care facility and the county jail. Chiefly, elderly and/or handicapped persons, with occasional temporary patrons, such as accident victims.

▸Facilities/Materials Required

Library's regular collection provides the majority of materials used for this program, including art slides, framed reproductions, puzzles, records, oral local history tapes and paperback books. Some additional storage space is needed for supplementary materials and equipment such as cassette players, magnifiers and an extensive collection of large print materials.

▸Financial Requirements

The program was initiated with $5,000 and is expected to cost $65 per client per year, including purchase of large print books, special equipment as listed and salary for Project Coordinator and staff car operating expenses. Volunteers assume their own expenses.

▸Evaluation

The program has provided service to persons who otherwise would be non-users by reason of their inaccessibility to the library facility. Success and expansion have resulted from dedicated volunteer work and close coordinator contact via telephone. Because of the personal visit aspect (rather than mailing of materials), the mental and sometimes physical well-being of the client has been cared for.

FOR PROJECT REPLICATION

▸General Criteria

Volunteers willing to make a long-term commitment to serving the homebound.

Assessment of community need for this service.

▸Staffing/Training Requirements

One half-time coordinator and one half-time assistant. Duties include: interviewing prospective patrons, establishing a selection pattern, arranging visitation schedule, finding and training volunteers. Volunteers, trained by library and endowed with love of people and a love of books.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Pamphlet; sample catalogs of large print books, cassettes, magazines, and mechanical aids, used to help patron make selection; sample record of check out; jail contract; monthly report forms, all available for $1.00 to cover postage cost.

▸Demonstration/Site Visit

Site visit welcomed. By appointment only.

▸Training

Consultant team available at your library for $50 per day, plus expenses.

CONTACT

Ms. Verna Porter, Coordinator
Musser Public Library
304 Iowa Avenue
Muscatine, Iowa 52761
(319) 363-3065

PROJECT: PELICAN SUMMER READING PROGRAM

▸Descriptors
Children's Services
Blind or Visually Impaired
Physically Handicapped
Volunteers

▸Description
The project is a statewide summer program designed to stimulate the reading interests of handicapped young people through an annual promotional effort using letters, booklists, and publicity. A central theme is chosen each year. (For 1977, it was "Greetings, Earthlings!" with all communications carrying out this theme.) The Young People's Librarian conducts an outreach campaign by visiting schools for visually and physically handicapped youngsters. Projections for the future include contact through educational television. Children who read three books receive a certificate in braille or large print which is given out statewide with the regular public library programs or by direct mail. The summer program often culminates in a party at the local library. Volunteers figure actively in this program and are responsible for most of the mailings and production of braille materials.

▸Users
Young people (ages 5-14) who cannot read or use conventional printed materials as a result of physical limitations (visual impairments, physical handicaps, learning disabilities, etc.).

▸Facilities/Materials Required
A regional library for the Blind and Physically Handicapped is required. Materials consist of letters to the children, public and school librarians, and other professionals; a bibliography on the program's theme; and reading certificates in braille and large print. Other items that may be required are realia to carry out the theme and items for a party at the local library.

▸Financial Requirements
Actual cost: $75, includes stationery, multiple masters, postage and clerical time. Low cost due to maximum utilization of free resources and volunteer help. Mailing of materials to blind is postage free. Dept. of Education provides large print certificates. Volunteers produce braille materials and handle mailings. Professional staff time not included. Cost to local library for party or realia also not figured in this estimate.

▸Evaluation
With mainstreaming, many of our young people are now more active in other programs such as summer camps. However, this program fills a need for home recreation and an average following of approximately 100 participants has been maintained each year. Of these, an average of 25 new readers are reached per summer.

FOR PROJECT REPLICATION

▸General Criteria
Cooperation of various state agencies, public libraries, schools, & news media to help a regional Dept. for Blind & Physically Handicapped promote the program and reach new young readers. Young people with a visual or physical handicap who have time for summer reading.

▸Staffing/Training Requirements
One Children's Librarian; a Supervisor for advice, program coordination and continuity; a technical assistant for bibliographic control; several clerical assistants for typing, duplication, mailing; a Braillist for transcription of braille reading certificates and professionals in other agencies for publicity and locating eligible participants.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials
Information packet including letters, brochures and suggested news releases, available free.
Log book on loan.
Bibliography of Louisiana recordings/braille.

▸Demonstration/Site Visit
Site visits are welcome, appointments preferred.

▸Training
Instruction by mail.
Personal appointments on-site.
Group talks can be arranged.

CONTACT

Mrs. Blanca J. Lastrapes
Head Librarian, Dept. for Blind and Physically Handicapped
Louisiana State Library
P.O. Box 131
Baton Rouge, Louisiana 70821
(504) 389-6651

PROJECT: SYMPHONY FOR SENIORS

▸Descriptors

Aging
Arts and Humanities
Inter-agency Cooperation

▸Description

Symphony for Seniors is a cooperative project of the Green Gold Library System and the Shreveport Symphony. The aim of the project is to bring free professional quality classical music performances to persons 60 or older in the 8-parish area served by the Library System. Many of these senior adults live in areas where such concerts would never be offered; others ordinarily cannot afford to attend performances because of the high cost. Chamber music concerts featuring string and woodwind quartets are conducted in each parish, and a single opera production held in Shreveport, with car-pooling and busing encouraged in cooperation with area churches and community agencies serving the elderly.

▸Users

Senior citizens (60 or older)

▸Facilities/Materials Required

Stage areas for ensemble performances (branch libraries, community-owned theaters, church properties, etc., were all used by Green Gold libraries), audience area with seating, printed programs listing performers and music to be performed. The Shreveport Symphony provided musicians, instruments, sheet music, etc.

▸Financial Requirements

Project jointly funded at $3,750 by the Library System and the Louisiana State Arts Council, with matching and in-kind services of the Shreveport Symphony of approximately $9,000.

▸Evaluation

Attendance at quartet performances has ranged from 20 to 200 depending on such factors as weather, transportation, etc. Attendance at the opera performance during past years of the project has been between 800 and 1,200-- evidence of substantial interest. Comments from persons attending have been favorable without fail and have urged continuing the program.

FOR PROJECT REPLICATION

▸General Criteria

Senior adult audience with interest in classical music.

Substantial good will and commitment from Symphony Orchestra and its governing board to make program economically feasible.

▸Staffing/Training Requirements

Good will and commitment in time for one staff member to coordinate project together with Symphony Orchestra manager. Could be absorbed into a full-time staff member's work load.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Samples of programs, flyers, and news releases to publicize the program are available free.

▸Demonstration/Site Visit

Visitation by appointment.

▸Training

Consultation by phone or mail.

CONTACT

Mr. Bill Drewett, Director
Green Gold Library System
400 Edwards Street
Shreveport, Louisiana 71101
(318) 221-0101

PROJECT: MEDFORD PUBLIC LIBRARY INSTRUCTIONAL MATERIALS CENTER FOR PARENTS OF CHILDREN WITH SPECIAL NEEDS

▸Descriptors

Physically Handicapped
Mentally Handicapped
Parenting Programs
School-Public Library Cooperation

▸Description

Recognizing that parenting children with special needs often necessitates specialized advice, information, and materials, the Medford Public Library with the cooperation of the Medford School Department has organized a resource room with the special parent in mind. Housing a select collection of books, instructional materials, and audio-visual aids, the Center offers a wide range of services and opportunities for parents to actively help their handicapped children. Materials are available for loan to all parents and special education teachers in the area. Consultant services are provided by two special education teachers who advise parents on materials and teaching methods helpful in meeting their child's specific needs for both day-to-day care and overall development. Parent/teacher meetings, lecture programs, films, and demonstrations of instructional materials are held at the Center, and parent groups have been formed to allow for idea exchanges and a sharing of experiences among parents of children with special needs.

▸Users

Parents of children with special needs.
Special education teachers instructing in Medford schools.

▸Facilities/Materials Required

Library meeting room with audio-visual equipment for parent programs. A room in the library to house instructional materials, audio-visual hardware and software, and a special collection of books on all types of handicaps/disabilities for parents and professionals. Instructional materials include: multi-media kits; skill-building toys, educational games, phonics materials, etc.

▸Financial Requirements

Initial cost for purchase of books, instructional materials, and audio-visual hardware and software was $14,000. Annual operating expenses: $1,600. Annual personnel costs for part-time project coordinator and part-time clerical assistant: $9,000. Salaries of two part-time special education teachers are paid by the Medford School Department.

▸Evaluation

Both special parents and children with special needs have benefited greatly by the many services offered as evidenced by both the City's and the school system's willingness to financially support the project. Circulation figures and registration have doubled. The Center has also become a model for other libraries in the state planning to initiate similar services.

FOR PROJECT REPLICATION

▸General Criteria

Parents of handicapped children who need instructional materials for home use. Good working relationship between school & library personnel. School Dept willing to financially support library project by providing two special education teachers. Parent and community support for continuation of consultant services.

▸Staffing/Training Requirements

Two part-time special education teachers working 6 hours a week each (two afternoons and one evening).
One project coordinator with an education background and skilled in working with parents of special needs children.
One part-time clerical assistant.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Bibliography of books and instructional materials. Send a self-addressed stamped large manilla envelope.

▸Demonstration/Site Visit

Site visits by appointment only.

▸Training

Consultant and speaker available for expenses.

CONTACT

Ms. Paula M. Potter
Project Coordinator
Medford Public Library
111 High Street
Medford, Massachusetts 02155
(617) 395-7950

PROJECT: PRESCHOOL PROGRAM FOR SPANISH-SPEAKING CHILDREN

▸Descriptors

Bicultural/Bilingual
Preschool Programs
School-Public Library Cooperation

▸Description

Designed for the preschool children of non English-speaking parents, the Library's program reaches those children who, because of their environment, would be culturally and socially handicapped when entering kindergarten. The principal objective is to create a bilingual atmosphere that would help bridge the cultural gap by encouraging the child to cross the language barriers before entering a formal education system. The children (10-13) meet for two-hour sessions three times a week following the regular school schedule. During these sessions the children are familiarized with a variety of experiences through stories, crafts, and activities. Emphasis is placed on learning English as a second language while respecting their Spanish heritage. The project's specific goals are: 1) development of self-expression; 2) development of fine and gross motor skills; 3) teaching the child to use basic tools such as crayons and scissors; and 4) teaching the basic concepts such as colors and shapes.

▸Users

Four and five year old Spanish-speaking children.

▸Facilities/Materials Required

Private room, 18' x 21'. Toilet facilities, gymnasium/playground (desirable) and telephone. Materials included children's furniture, teacher's desk, kindergarten materials such as paper, paste, scissors, and manipulative books, and specially purchased educational games, toys, puzzles, viewmasters, filmstrips, tapes, and flannel and chalk boards.

▸Financial Requirements

The initial grant of $5,400 covered the cost of all furniture and equipment. Other costs were either absorbed by the Attleboro Recreation Department (in which the Center was housed) or from the Library's budget. Additional costs must be considered if rooms are not available cost-free. The second year required $1,540 to pay personnel.

▸Evaluation

Pre- and post-testing using the Developmental Test of Visual-Motor Integration by Berry was provided by the school department. The program's "graduates" showed significant progress in all specific goals. All scores exhibited a minimum increase of 13% and ranged as high as 60%. A follow-up test will be given to the children as they progress through school and scores compared to those of Spanish-speaking children who did not attend the program.

FOR PROJECT REPLICATION

▸General Criteria

Need full cooperation from local school department, including rapport with the Curriculum Coordinator and kindergarten teachers. Library's Children's Librarian was important initially in recommending and figuring costs. She made frequent checks on the progress of the program.

▸Staffing/Training Requirements

Two part-time staff persons, including:
One college graduate (a certified teacher in elementary education). Must be bilingual.
A part-time assistant (high school graduate or above), also bilingual. There is on-the-job training for the latter.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Duplicates of Attleboro Public Library's grant application are available as well as annual reports of the project. Free.

▸Demonstration/Site Visit

Site visitations are welcome, by appointment only.

▸Training

One-two hour interview in Attleboro at no charge. Out-of-town consultation not available.

CONTACT

Mr. Rowell L. Waller, Librarian
Attleboro Public Library
74 North Main Street
Attleboro, Massachusetts 02703
(617) 222-0157

PROJECT: BOOKMOBILE VAN SERVICE TO NATIVE AMERICANS AND RURAL RESIDENTS

▸Descriptors

Bookmobiles
Native Americans

▸Description

Through this project, bookmobile service is provided to the Ft. Belknap Indian Reservation and to the rural communities in Blaine and Liberty Counties. A van is utilized, equipped with shelving and a check-out desk, and stocked with a heavy concentration of Native American materials. The van operates on a regularily scheduled basis and visits a number of schools on the Reservation and rural schools in two counties. Additional stops are made at community gathering places so adults can take advantage of the library services. The bookmobile driver/librarian accepts requests for library materials not in the van collection, and these requests are filled at the county library, the federation headquarters library or through interlibrary loan.

▸Users

Native Americans of all ages on the Ft. Belknap Reservation.
Rural area residents of two counties.

▸Facilities/Materials Required

Van, shelving, check-out desk. Paperback collection including Native American materials. A public library to provide additional materials and shelving space for surplus paperback collection.

▸Financial Requirements

Initial costs including purchase of the van, equipment, and paperback collection were $12,600. Yearly costs include salary, operation of the van, travel expenses, and additions to the collection which total $16,375.

▸Evaluation

Circulation records have been maintained and show good use of the service. Interest in local communities served by the van is high and other adjacent areas not served have expressed interest in securing this library service.

FOR PROJECT REPLICATION

▸General Criteria

Need for library services in remote rural areas.

Involvement of local governing authority of the Reservation and Native Americans in planning the service.

Publicity to obtain local support

▸Staffing/Training Requirements

Bookmobile driver/librarian. Training in addition to bookmobile library procedures should include special emphasis on serving Native Americans.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Sample publicity flyers, radio spot announcements, and bibliographies on Native American materials available for cost of mailing.

▸Demonstration/Site Visit

Site visitations are welcomed and should be arranged in advance.

▸Training

Consultation with Project Director by mail or telephone.

CONTACT

Mr. Richard Gercken, Coordinator of Pathfinder Federation of Libraries
Great Falls Public Library
2nd Avenue North and 3rd Street
Great Falls, Montana 59401
(406) 453-0349

PROJECT: NICHE (NEIGHBORHOOD INFORMATION CENTER HELPS EVERYONE)

▸Descriptors

Information and Referral Services
Audio-Visual

▸Description

NICHE, the information and referral service of the Montclair Public Library, utilizes library and community resources to answer inquiries, communicate knowledge and/or direct patrons to needed services. Both in-person and telephone requests are answered from a data bank which consists of an agency card file, a periodical clipping file, and a vertical file containing a wide variety of information about community resources published by public and private agencies as well as community groups. By providing needed information to area residents, especially low-income, disadvantaged persons, the library is helping them solve the crucial and immediate problems of everyday life. The production of original audio-visual (primarily video-tape) information packages is NICHE's most distinctive feature. Tapes are produced upon request from staff and community groups on subjects of community interest and need, i.e. unique educational programs, consumerism, nutrition. Patrons may view the tapes in the library or check them out.

▸Users

The service is available to any Montclair resident or out-of-town card holder. Emphasis is on serving the disadvantaged population.

▸Facilities/Materials Required

Telephone, telephone directories, public and private agency directories are utilized.
Photographic and video-tape equipment and supplies are necessary to produce the video information packages.
A copying machine for public use is desirable.

▸Financial Requirements

Initial costs for staff salaries and training, community research and data bank development, purchase of equipment, materials and supplies were approximately $65,000. Continuation costs are primarily for salaries and some additional video supplies.

▸Evaluation

NICHE has brought a useful and exciting dimension to library service in Montclair. It has increased community awareness of the comprehensive nature of library resources and attracted many new users. The vast majority of the users of this new service find that their requests for assistance and information are satisfied by the library.

FOR PROJECT REPLICATION

▸General Criteria

Need by the community for an improved information resource to assist in daily living/coping and decision-making.

▸Staffing/Training Requirements

This project employs a staff of 1 professional and 3 para-professionals committed to quality community service and possessing skills in community research, audio-visual projection and graphic arts. An intensive 10-week library training course taught human communication skills & information gathering.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Available free upon request:

- sample newsletters
- Subject heading list
- sample publicity flyers
- sample agency card (used to collect imformation about community resources.

▸Demonstration/Site Visit

Project visitation by appointment.

▸Training

On-site training through observation of program in operation. Consultants available for travel expenses and negotiable per diem fee.

CONTACT

Ms. Cheryl M. Marshall
NICHE Coordinator
Montclair Public Library
50 South Fullerton Avenue
Montclair, New Jersey 07042
(201) 744-0500

PROJECT: HEMPSTEAD PUBLIC LIBRARY JOB INFORMATION CENTER

▸Descriptors

Job Information Centers
Career Education

▸Description

The Job Information Center is a clearinghouse for information relating to job opportunities and the job-searching process. It provides unemployed and underemployed job seekers with needed information gathered at one site in order to simplify the problem of finding employment. Useful client information is found in classified sections of area newspapers, vocational journals, trade publications, company information sources, affirmative action registers, etc. This information is collected by the library by telephone, correspondence, personal contact and bibliographic search. Types of employment covered range from highly skilled to unskilled in all fields. The Center has sponsored siminars/workshops on job and career information. An original videotape consisting of actual interviews between clients and librarians was developed by the staff to illustrate the library's role in job finding. The Center also acts as a referral source for member libraries and provides educational/vocational counseling by appointment.

▸Users

Unemployed and underemployed job seekers. Nassau County users, however, the Center accommodates anyone who requests the service.

▸Facilities/Materials Required

Microfiche reader, telephone, TWX, and mail are used. Library collection and specialized in-depth resources including: government and private business job listings, N.Y. State Job Bank Book fiche, newspapers, etc. Bibliographies, a job survival kit containing information on writing a resume, posters, flyers, and bookmarks for distribution.

▸Financial Requirements

Salaries, equipment, materials (print and nonprint), special collections, publicity and related costs are $40,000 for the project years 1975-76, 1976-77 inclusive.

▸Evaluation

Patrons fill out a questionnaire and return self-addressed postcards are used as a follow up to evaluate the service. A recent trial testing period revealed that almost 27% of the users found jobs as a result of the information provided. From March through November 1976, almost 2700 clients used the Center.

FOR PROJECT REPLICATION

▸General Criteria

Additional professional and clerical staff in order to continue with job information and educational counseling/advisory services. Expanded resources and local community support are essential.

▸Staffing/Training Requirements

This project employs a librarian as Job Center Coordinator, 1 part-time aide and a part-time clerical assistant. Support staff from the library is used as needed to maintain coverage.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Flyers, bibliographies, publicity items, sample forms, and Job Survival Kit available for cost of mailing.

Videotape of client-librarian interviews (30-minute, black and white) available for $20, plus postage.

▸Demonstration/Site Visit

Site visitation and tour of the Center by appointment only.

▸Training

Consultant available at $100 per day plus travel expenses.

CONTACT

Ms. Estelle L. Goldstein, Proj. Dir.
Ms. Irene Duszkiewicz, Asst. Dir.
Adult Services
Nassau Library System
Roosevelt Field, Lower Concourse
Garden City, New York 11530
(516) 741-0060

PROJECT: JOB INFORMATION CENTER

▸Descriptors
Job Information Centers
Career Education

▸Description
The Job Information Center at Rochester Public Library has been established as an adjunct to the Business and Social Science Division. Its function is to bring together materials in the field of employment and related areas. It has collected in one convenient location information on job finding, civil service, office skills, vocations, employment agencies, and selected listings of job opportunities. It is not intended to be an employment or counseling center but rather an information center to direct patrons to resources available in the community. The location of the Center is in the Central Library adjacent to both the Business and Education divisions. This location allows easy patron access to business and educational materials in other sections of the library, thereby avoiding some duplication. The Center also acts as a backup resource for smaller Job Information Centers in the five county Pioneer Library System with which it is affiliated.

▸Users
Patrons include unemployed and underemployed persons living in a five county area.

▸Facilities/Materials Required
A large amount of space is not a necessity. Center can adapt to whatever space is available. It is advantageous, however, to collect the materials in one physical location. In order to keep the Center functional, the following equipment is used: desk, chairs, typewriter, file cabinet, shelving, tables, microfiche readers, miscellaneous office/library files and clerical materials.

▸Financial Requirements
Initial funding of $20,000 was used to establish the service. This included salaries for a part-time librarian and two clerks, and purchase of new materials and equipment. An average of $15,000 per year is needed for continuation costs. Funds needed depend upon the scope of the collection and services provided.

▸Evaluation
Program evaluation is in the form of a daily statistical count of patrons using the Center and a daily record of questions asked. Daily patronage remains at a high level and the materials are in constant use. In addition, evaluation is received through voluntary verbal and written comments from users. A questionnaire is presently being distributed to help the Center determine patron satisfaction.

FOR PROJECT REPLICATION

▸General Criteria
Need for centralized location of a variety of job information in a service area with a demonstrated high rate of unemployment. Positive and understanding attitude on the part of the staff is an important factor along with cooperation and assistance from community agencies.

▸Staffing/Training Requirements
A part-time librarian to supervise and perform professional duties as well as to initiate and maintain public contacts.

Three part-time clerks to assist patrons using the Center, maintain the files, and perform clerical duties.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials
Packet of materials describing details on establishing a Job Information Center, copies of bibliographies, flyers, brochures, etc. currently distributed to users of the service. Available for $1.00.

▸Demonstration/Site Visit
Site visits by appointment.

▸Training
Consultation by mail or telephone. On-site observation of the Center's operations and consultation with staff available.

CONTACT

Ms. Betty A. Lawrence, JIC Satellite Coordinator
Ms. Micca Gray, Dir. Central JIC
Rochester Public Library
115 South Avenue
Rochester, New York 14604
(716) 428-7324/6797

PROJECT: FORSYTH COUNTY PUBLIC LIBRARY CHILDREN'S OUTREACH DEPARTMENT
formerly P.L.A.C.E. (Public Library Action for Children's Education)

▸Descriptors

Children's Services
Outreach - Urban

▸Description

The program aims to introduce reading and books to children at the earliest possible age, and to provide enjoyable and successful experiences which promote reading readiness. To achieve this, library staff present morning storyhours to children in 33 local facilities, leaving books for continued use during the week. Staff also makes 10 mobile stops a week in the community. The library has established 4 minicenters in neighborhood centers, open 20 hrs./week and offering children books, magazines, games, puzzles, and other audio-visual materials. Afternoon programs in the minicenters encourage use of the library as a source of personal information, aid in development of reading skills, and improve self-image as a result of successful experiences. Since most of the children are disadvantaged and/or handicapped, afternoon activities are aimed at developing and improving reading skills. Games, special programs, comics, art experiences, field trips, and especially empathetic staff help overcome any distrust of the library.

▸Users

Children with a variety of special needs who were previously receiving no library service. Target groups: economically or culturally disadvantaged, physically or mentally handicapped, and single parent children.

▸Facilities/Materials Required

In preschools: book space accessible to the children. In minicenters: space which can be locked up when not staffed; size varies, but not less than 14' x 20'; should be carpeted. Room and utilities are supplied by cooperating agency. Materials: books, films, projectors, magazines, comics, games, and general software to continue programs.

▸Financial Requirements

Annual cost per 4 preschools and 1 minicenter: salary for 1 full-time Library Assistant; $1,000--furnishings for minicenter; $3,150--paperback starter collection; $800--on-going development; $1,000--filmstrips, $500--magazines; $500--games and art supplies. Start-up purchase of equipment--$2,000. Not included are costs for use of vehicle, access to film collection, professional supervision, and in-kind services.

▸Evaluation

Patron satisfaction is demonstrated by the financial support the project receives for both continuation of services and expansion. Community feedback, comments from schools and cooperating agencies have been highly favorable. Project has influenced the improvement of children's services throughout the state and won a national organization's award for innovative services.

FOR PROJECT REPLICATION

▸General Criteria

Identified non-user groups in service area.
Administration supportive of need to serve non-users and willing to maintain a stable program.
Positive staff attitudes toward target community.
Cooperation of community agencies.

▸Staffing/Training Requirements

2 full-time professionals, 5 full-time & 3 part-time equiv. Library Assistants, 2 full-time Comprehensive Employment and Training Act workers. Staff knowledgeable about use of equipment and materials, simple arts and crafts, storytelling, child psychology & discipline, children's books and how to present them.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Community flyer, sample program booklet of preschool storyhours, a variety of forms used in the project, and the original proposal, available free as long as supply lasts.

▸Demonstration/Site Visit

Site visits welcomed. Arrangements should be made in advance. Visits to preschools scheduled mornings, minicenters in afternoons, mobile unit all day.

▸Training

On-site observation and conversation with staff. Slide-talk presentations on various aspects of the program can be arranged.

CONTACT

Ms. Ann R. Gehlen
Head, Outreach Services
Forsyth County Public Library
660 West 5th Street
Winston-Salem, North Carolina
27101
(919) 727-2556

PROJECT: PROJECT WOW (WIDENING OUR WORLD)

▸Descriptors

Outreach-Urban
Interagency Cooperation
Volunteers

▸Description

Project WOW coordinates all of the library's various outreach programs and services to special groups under one comprehensive outreach program. The target group includes a variety of disadvantaged persons from inner-city youth to elderly, handicapped, and non English-speaking persons. A small core staff utilizes the resources and staffs of all library departments to meet the needs of all these special clientele. Establishing a very close working relationship with a large number of community agencies is a major aspect of the core staff's work. Volunteers are used extensively to carry out programs and services. Specific services include: bookmobile service, signed story hours for both hearing and deaf children, film programs, deposit book collections, puppet shows, provision of literacy materials, and homebound service. An advisory council composed of representatives from various community agencies and the State Library meets quarterly to monitor the project.

▸Users

Inner-city youth and adults, the blind and physically handicapped, the institutionalized, the elderly, the homebound, the hearing impaired, the illiterate and the non English-speaking community.

▸Facilities/Materials Required

Space to house staff work area. Large print and paperback book collections. Equipment: telephone, typewriter, 16mm film projector, tape recorder, and filmstrip projector. Access to film collections and filmstrips needed. Bookmobile or large van is required. Space with book racks or shelves in community buildings to house deposit collections and present library programs.

▸Financial Requirements

Start-up costs for initial purchase of books and equipment and staff salaries was $50,000. Bookmobile was already available. Continuing costs for books and materials, salaries, transportation, and vehicle maintenance averages approximately $30,000 per year.

▸Evaluation

Traditional use figures such as circulation count and program attendance have increased dramatically. Requests for service by agencies and groups within the community have doubled since program was initiated. Questionnaire to all cooperating agencies after initial year's program indicated complete satisfaction with service. Continued monitoring of use and quality of service is planned.

FOR PROJECT REPLICATION

▸General Criteria

A need for extension of library services to those unable or unwilling to use regular library facilities; the support of library board, administration, and staff; input from the communities served, preferably from members of target areas and professionals working with target groups in other capacities.

▸Staffing/Training Requirements

One full-time librarian, with training or experience in outreach work.
One full-time para-professional.
One part-time bookmobile driver.

Support and assistance from other library staff and volunteers as needed.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Descriptive brochures, available free.

Slide presentation available for loan upon request.

▸Demonstration/Site Visit

On-site visitation by appointment. Consultation by telephone or mail.

▸Training

Staff available for consultation if schedule permits and travel expenses are provided.

CONTACT

Ms. Judy Dilts
Outreach Coordinator
Greenville County Library
300 College Street
Greenville, South Carolina 29601
(803) 242-5000, Ext. 75

PROJECT: ENGLISH AS A SECOND LANGUAGE

▸Descriptors
Bilingual/Bicultural
Adult Basic Education
Independent Learning
School-Public Library Cooperation

▸Description
The project aims to introduce persons with limited English-speaking ability to public library services and to increase their knowledge and understanding of the American language and culture patterns through the use of books, audio-visual materials and special programs. The project is a cooperative effort of the Nashville Public Library and the Metropolitan Board of Education's Adult Basic Education, English as a Second Language (ESL) program. Activities include English classes, conducted by ESL teachers, and independent learning in five Learning Centers established in the branch libraries. These specially designed Learning Centers are conducive to adult learning and suitable for both individual and group programs. Fully equipped with individual wet carrels to utilize a variety of audio-visual materials, they provide both media and personnel support to promote adult linguistic proficiency. Special library-sponsored children's programs also aid in ESL instruction by providing individual tutoring services in the schools and libraries.

▸Users
Persons of all ages and cultures who are learning English as a second language. Clients presently include: Vietnamese and other Asian nationalities (major group), Latin Americans, Russians, Italians, etc.

▸Facilities/Materials Required
A library meeting room, blackboards, tables and chairs are necessary for class meetings. Each Learning Center is equipped with shelving, wet carrels, tape recorders, record players, headphones, and specially selected materials for independent learning of English, along with recreational and vocational materials.

▸Financial Requirements
Start-up cost for the initial purchase of equipment and materials to establish the Learning Centers and provide each branch library with a core ESL collection was $15,000. Salaries were furnished by the library's regular budget and the Metropolitan School System. Continuation costs are minimal and include replacement of minor equipment items and purchase of some new materials.

▸Evaluation
Project has shown that non English-speaking persons were not using the public library prior to enrollment in the ESL classes. Encouragement of ESL teachers and librarians has helped the majority of ESL students to acquire library cards and use the resources. In addition, family members of the students have begun using the library. Selected case histories, questionnaires, and statistics will be used to determine the impact of this project on participants' adjustment to life in America.

FOR PROJECT REPLICATION

▸General Criteria
Persons with limited English-speaking ability who have need of this individual and group library program.

Complete library staff involvement and support.

Assistance from the local school system.

▸Staffing/Training Requirements
One full-time librarian with education background to serve as project coordinator.
One clerk/typist.
Five part-time ESL teachers.
Four para-professionals to assist with children's programs (members of branch libraries' regular staff).

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials
Project kit available free of charge consisting of proposals, bibliographies, and other project-related materials.

▸Demonstration/Site Visit
Visitation by appointment only.

▸Training
On-site training through observation of on-going program and consultation with staff. Consultation also available by telephone or mail.

CONTACT
Ms. Claudia Schauman, ESL Coordinator
Public Library of Nashville and Davidson County
P.O. Box 5685
Nashville, Tennessee 37208
(615) 255-5263

PROJECT: VERMONT BOOKS-BY-MAIL

▸Descriptors

Books-by-Mail
Homebound
Outreach - Rural

▸Description

Directed at the rural poor, isolated and culturally deprived, the Books-by-Mail program is one of the major statewide efforts of the Department of Libraries. The program is not meant to be a total library service, nor is it meant to take the place of a public library. Its purpose is to provide reading material to those individuals in urban and rural areas who, for whatever reason, do not have convenient access to a public library. The program is housed in the agency's central headquarters, and is mechanically oriented, so only those titles listed are available. Although most books are hardcover and chosen from existing regional library collections, popular titles and added copies are purchased in paperback. Distribution is carried out through bulk mail permit twice a year to each of four regions to avoid creating a larger demand than can be filled.

▸Users

All residents of Vermont; primary targets are the aging, rurally isolated and homebound.

▸Facilities/Materials Required

Room of 1,200 square feet with shelving capacity of 10,000 to 12,000 volumes. Approximately 700 titles, generally hardback, are chosen for each catalog, utilizing existing collections. Work procedures are simple and require tables, files, scales and postal machines.

▸Financial Requirements

Because existing materials and professional staff are utilized, the budget developed for the program includes only the clerical staff and general operating expenses. Based on an annual circulation of 35,000 to 40,000, the budget estimate for FY78 is $39,316 and includes clerical staff, postage, printing, distribution, materials and equipment.

▸Evaluation

This successful service has insured that every resident of the state has at least minimal library service. In its first five years, almost 15,000 individuals or households from all parts of the state have used the service, with the elderly and isolated being the most avid user groups. Cost per circulation has been found to be inexpensive when compared to other forms of rural library service.

FOR PROJECT REPLICATION

▸General Criteria

An urban or rural population that has limited access to a public library for any number of reasons.

▸Staffing/Training Requirements

This project employs a full-time clerical staff of 3. Compiling annotating and editing the catalog are responsibilities shared by existing professional staff. Overall responsibility for program coordination is carried out by the Assistant State Librarian.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Printed catalogs, sample lables, sample order cards, instructions to new and existing staff, budget projections and indicators are available upon request.

▸Demonstration/Site Visit

Site visitation by appointment only.

▸Training

Printed instructions for clerical staff are available. On-site observation can be arranged.

CONTACT

Mr. Kent Gray
Assistant State Librarian
Vermont Department of Libraries
Montpelier, Vermont 05602
(802) 828-3261

PROJECT: "YPSY" -- YOUNG PEOPLE SAVE YESTERDAY

▸Descriptors

Oral History
Young Adult Services
Aging

▸Description

This local history project involved young adults, interacting with senior citizens, in the location and preservation of valuable primary source materials in homes of community residents. Letters, diaries, newspapers, and photographs which were stored where they were in danger of destruction were sorted, evaluated, photographed and preserved for posterity by high school students. These students attended a 3 day (2 hrs./day) orientation course to familiarize them with 19th century area newspapers, gazeteers, registers, old maps, etc., and train them in interviewing techniques. Working two 8-hr. days a week for 10 weeks (June-Sept.), the students sought out elderly residents for interviews, and helped other community residents to locate historical materials. The resulting collection of materials and tapes, which contain valuable information on 19th and 20th century area life, were categorized, itemized, and displayed in a well-attended community program designed to stimulate public interest in the collection.

▸Users

Young adults and the area's aging population were the primary participants. Other community residents and youth groups were also involved. Materials resulting from this effort are made available to researchers, students, and writers.

▸Facilities/Materials Required

Use of library facility. Equipment: Ectographic Copier with Instamatic Kodak Camera Stand Set-up, Sony Superscope Cassette Recorder, 60-minute cassette tapes, Instamatic film, card file, index cards, memeograph paper, postage.

▸Financial Requirements

Approximately $1,550 was expended. This included minimum wage for high school students, salary for teacher (three two-hour training sessions and follow-up supervision), and $340 for equipment. Library contributed mimeograph paper and postage.

▸Evaluation

By providing useful work for teenagers that is of benefit to others, and by promoting interaction among different generations, the project has had positive impact. Comments from students involved indicate that greater self-awareness and ability to relate to older people have resulted from this activity. The materials collected have enriched the library's holdings and are appreciated by the community, as evidenced by the project's continuation as an on-going library program.

FOR PROJECT REPLICATION

▸General Criteria

Any rural community where older people have material in their homes which may have historical importance, or have memories of an earlier era that they can share verbally.

▸Staffing/Training Requirements

As we are a small library (open two days a week) with only one librarian, we paid a qualified teacher to train and supervise the young people involved in the project.

Three high school students (grades 11th and 12th), trained by the library.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Copies of original grant proposal (6 pgs.) available for cost of duplication and mailing.

▸Demonstration/Site Visit

Library open Wednesday and Saturday. Please make appointment so Project Supervisor can be on-hand to show material.

▸Training

Project Director willing to give information by telephone or letter.

CONTACT

Ms. Adele Dawson, Library Trustee
Jaquith Memorial Library
Marshfield, Vermont 05658
(802) 426-3581

Ms. Caryl Wincuinas, Project Supervisor
(802) 454-7857

PROJECT: DRUG INFORMATION PROGRAM

▸Descriptors

Drug Abuse Information
National/Regional Resource Center

▸Description

The Drug Information Program is a specialized drug and alcohol abuse information service offered by the Washington State Library to all the State's citizens through their local public libraries, and directly to State government and the unserved. Clientele needing such a resource include: educators and students; concerned family; treatment, medical and criminal justice personnel; researchers; librarians; business and industry, etc. This program may be contacted for such services as research assistance, free literature (posters and pamphlets), film evaluation and selection assistance, referral services, current magazine articles and books, and resource people. A special feature of the program is its ability to support community information and education programs on drugs and alcohol through consultation about available resources. The program also encourages continuing and comprehensive programming in this area by the community, and will assist in any follow-up efforts that result.

▸Users

All elements of Washington State's population including business and industry, general public, law enforcement, human services, education, health/medical, library, etc.

▸Facilities/Materials Required

Telephones, typewriters, file cabinets, desks, guest chairs and tables, storage shelving and traveling exhibit. Access to audio-visual, book, and journal resources. Posters and pamphlets (obtained free of charge from the National Clearinghouse for Drug Abuse Information).

▸Financial Requirements

The program's main expenses are for salaries and travel to communities to assist in local programs and attend conferences. There is also a very small printing budget. Materials are available through the State Library Audio-Visual Department and give-a-way articles are also acquired free. Annually the program costs approximately $35,000.

▸Evaluation

Initially no evaluation process was tied to goal statements. Progress or failure was gauged by client satisfaction with the project. For 1977-79 Biennium, a detailed action plan which will be accompanied by time-lines has been instituted. Narratives on activities will record all progress or failure.

FOR PROJECT REPLICATION

▸General Criteria

A staff attitude of concern and enthusiasm for clients' projects and information needs is essential. Staff must initiate contacts with client populations and develop a broad understanding of client needs, resources and environments.

▸Staffing/Training Requirements

Currently two staff persons are employed full-time: a Community Affairs Consultant and a Library Program Assistant.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Samples of assorted free pamphlets/posters are available. A program description, sample patron information request form, plus goals, objectives and timeline data are available at no cost.

▸Demonstration/Site Visit

Site visits by appointment only.

▸Training

On-site training through observation of program in action. Consultant available for travel expenses and a negotiable per diem fee.

CONTACT

Ms. Diana L. Meyer, Coordinator
Drug Information Program
Washington State Library
Olympia, Washington 98504
(206) 753-3228

PROJECT: INSTANT LIBRARY

▸Descriptors

Public Library Construction
Outreach - Rural

▸Description

A library development project, designed to extend full time, fixed facility library services to communities previously unreached, has effectively implanted over twenty libraries across West Virginia. Previously neglected, sparsely settled, isolated, rural communities now have attractive, visually exciting, quickly constructed (two months), inexpensive yet quality-built eight-sided Instant Carousel Libraries.

These libraries are often the only cultural center of their communities. Each is capable of housing 10,000 volumes and seating twenty-four readers. One hundred percent expandable, the libraries offer the full range of programs and services for preschoolers to senior citizens. Staff for the libraries have been trained through an "Instant Librarian" training program developed by the Commission.

▸Users

Entire community in rural areas.

▸Facilities/Materials Required

70' x 100' lot
Instant Library Building
Furnishings and equipment package
6,000 volumes and related audio-visual materials

▸Financial Requirements

Instant Library Shell - $15,500
Architectural Fee - $1,500
Construction - $25,000+ (Depending on local situation)
Furnishings and Equipment - $6,500
Books and non-print collection (if not on-hand) - $40,000 to $50,000.

▸Evaluation

28 of these units have been constructed in previously unserved communities. Hundreds of thousands of volumes circulated. Film and children's programs enthusiastically received. Adult education programs raised literacy level, increased reading skills and provided new job competency levels. The Instant Library Program has enriched the quality of life in small communities throughout the state.

FOR PROJECT REPLICATION

▸General Criteria

Absence of library service and community desire for library facility.

▸Staffing/Training Requirements

1½ to 2 full-time equivalent personnel for minimum 40 hour per week operation. Must be high school graduate and have attended the "Instant Librarian" Training Institute sponsored yearly by the West Virginia Library Commission.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Packet containing original cost analysis and assorted literature, available free of charge (limited supply).

Specs and architectural blueprints available for purchase at $500.

▸Demonstration/Site Visit

Visitation possible at any site in State or at demonstration unit of West Virginia Library Commission. Advance arrangements necessary.

▸Training

Consultant/Project Manager or architect available at $150 per diem, plus expenses.

CONTACT

Mr. Frederic J. Glazer, Director
West Virginia Library Commission
Science & Cultural Center
Charleston, West Virginia 25305
(304) 348-2041

PROJECT: "SEARCH US, WE REALLY MOVE OUR TERMINALS FOR YOU"

▸Descriptors

Business and Industry Services
Interlibrary Cooperation
Library Networks

▸Description

The West Virginia Library Commission has developed a free statewide on-line, computerized, fully automated information retrieval service. The search service enables researchers to unearth materials and facts, and to develop comprehensive bibliographies on specific subjects. The Commission provides the hardware and software required to offer patrons complete in-depth information.

Trained searchers access three different search services on a "Dial-Up" basis. Interactive systems locate specific data in a matter of minutes and transmit it for viewing on a screen while a high speed printer simultaneously prints the information.

▸Users

State Government, Colleges, University, Public and Special Libraries. Independent Researchers, Business and Industry.

▸Facilities/Materials Required

Room for equipment, manuals, searcher and user.

CTR Terminal, associated printer, Modum, Bell Dataphone, operating manuals, thesauri for the most used data bases.

▸Financial Requirements

Equipment rental/maintenance - $3,240 per year.

Phone time and Data Bank Charges - $10,800 (yearly average).

▸Evaluation

Hundreds of search hours have been most successfully performed by students, researchers, State Departments, College and University faculty, and private industry. Patrons have received print-outs of 2 to 250 citations on a multitude of subjects ranging from fine arts to bibliographic instruction in college libraries to coal gasification in South Africa. Most users regard the service as a fast and efficient way to obtain needed information.

FOR PROJECT REPLICATION

▸General Criteria

Need for automated information retrieval service to go beyond traditional search services provided at state level.

▸Staffing/Training Requirements

Staff of four full-time employees: three professionals, one para-professional. Approximately one week training in information retrieval, searching and equipment usage.

REPLICATION SERVICES OFFERED BY PROJECT LIBRARY

▸Project Materials

Brochure describing the service available upon request.

▸Demonstration/Site Visit

Site visits are welcomed.

▸Training

Additional project information available by mail or telephone. (Actual staff training in information retrieval arranged through computer companies.)

CONTACT

Mr. Frederic J. Glazer, Director
West Virginia Library Commission
Science and Cultural Center
Charleston, West Virginia 25305
(304) 348-2041

PROJECT TYPE INDEX

ADULT BASIC EDUCATION

Adult Independent Learning, 43
Adult Learning Program, 55
Community Reading Development, 1
English as a Second Language, 89
Literacy Volunteers of Southbridge, 2?
NEWS IN REVIEW Project, 53
Outreach to Hispanic Migrant Farmworkers and Prisoners, 39
Project ABLE (Adult Basic Library Education), 51

ADULT CONTINUING EDUCATION

Adult Independent Learning, 43
Adult Learning Program, 55
College Without Walls, 25
Learn A Bunch At Lunch, 66
Project ABLE (Adult Basic Library Education), 51

AGING

Home Delivery Service of Library Materials, 78
Library Services to the Aged, 63
NEWS IN REVIEW Project, 53
Oral History, 41
Symphony for Seniors, 80
Young People Save Yesterday Project ("YPSY"), 91

ARTS AND HUMANITIES

Liliha Library Afterschool Activities Project, 74
Symphony for Seniors, 80

AUDIO-VISUAL

Danbury Video Project, 11
Library Video Project, 77
Neighborhood Information Center Helps Everyone (NICHE), 84
"Operation Bootstrap", 17
Outreach and Enrichment, 21
Outreach to Retarded Adults and Juveniles in Need of Supervision, 37
Project ABLE (Adult Basic Library Education), 51
Video Tallahassee: A Community Workshop, 15

BIBLIOTHERAPY

Bibliotherapy, 67

BILINGUAL/BICULTURAL

Asian Community Library, 3
Computerized Community Information Project (C.I.P.), 5
Consumer Health Information Program and Services/Salud Y Bienestar (CHIPS), 68
English as a Second Language, 89
Indian Library Project, 19
Libros, 47
Literacy Volunteers of Southbridge, 23
Migrant Services, 65
Oral History, 41
Outreach to Hispanic Migrant Farmworkers and Prisoners, 39
Preschool Program for Spanish-speaking Children, 82

BI-STATE LIBRARY COOPERATION

Indian Library Project, 19
Sierra-Tahoe Project - Mountain-Valley Library System, 9

BLIND AND/OR VISUALLY IMPAIRED

NEWS IN REVIEW Project, 53
Pelican Summer Reading Program, 79

BOOKMOBILES

Asian Community Library, 3
Bookmobile Van Service to Native Americans and Rural Residents, 83
Drop-In-Library (DIL), 45
Indian Library Project, 19
Migrant Services, 65
Outreach and Enrichment, 21

BOOKS-BY-MAIL

Mail-A-Book, 49
Project ABLE (Adult Basic Library Education), 51
Vermont Books-By-Mail, 90

BUSINESS AND INDUSTRY SERVICES

"Search Us, We Really Move Our Terminals for You", 94

CAREER EDUCATION

Adult Independent Learning, 47
Hempstead Public Library Job Information Center, 85
Job Information Center, 86

CHILDREN'S SERVICES

Dial-A-Story, 71
Drop-In-Library (DIL), 45
Forsyth County Public Library Children's Outreach Department, 87
Home Delivery of Library Services to Handicapped Children Kindergarten Through Fourth Grade, 35
Liliha Library Afterschool Activities Project, 74
Pelican Summer Reading Program, 79
Target Children: Urban 5, 13

CONSUMER EDUCATION

Consumer Health Information Program and Services/Salud Y Bienestar (CHIPS), 68

DEAF AND/OR HEARING IMPAIRED

MCLS Library Service to the Deaf and Hearing Impaired, 7

DRUG ABUSE EDUCATION

Drug Information Program, 92

EDUCATIONAL COUNSELING

Adult Independent Learning, 43
College Without Walls, 25

HEALTH INFORMATION AND EDUCATION SERVICE

Consumer Health Information Program and Services/Salud Y Bienestar (CHIPS), 68

HOMEBOUND

Home Delivery of Library Services to Handicapped Children Kindergarten Through Fourth Grade, 35
Home Delivery Service of Library Materials, 78
Mail-A-Book, 49
Vermont Books-By-Mail, 90

INDEPENDENT LEARNING

Adult Independent Learning, 43
Adult Learning Program, 55
College Without Walls, 25
English as a Second Language, 89

INFORMATION AND REFERRAL SERVICES

Center for Preschool Services, 33
Computerized Community Information Project (C.I.P.), 5
Consumer Health and Information Program and Services/Salud Y Bienestar (CHIPS), 68
Indian Library Project, 19
Libraries Initiate Freeing Experiences (L.I.F.E.), 57
MCLS Library Service to the Deaf and Hearing Impaired, 7
Neighborhood Information Center Helps Everyone (NICHE), 84

INSTITUTIONALIZED - CORRECTIONAL

Outreach to Hispanic Migrant Farmworkers and Prisoners, 39
Outreach to Retarded Adults and Juveniles in Need of Supervision, 37

INSTITUTIONALIZED - OTHER

Bibliotherapy, 67

INTER-AGENCY COOPERATION

Bibliotherapy, 67
Computerized Community Information Project (C.I.P.), 5
Early Childhood Enrichment, 61
Liliha Library Afterschool Activities Project, 74
Libraries Initiate Freeing Experiences (L.I.F.E.), 57
NEWS IN REVIEW Project, 53
"Operation Bootstrap", 17
Outreach to the Disadvantaged in Sunflower and Bolivar Counties, 29
Project WOW (Widening Our World), 88
Symphony for Seniors, 80

INTERLIBRARY COOPERATION

A Mathematical Model of the Illinois Interlibrary Loan Network, 76
Adult Independent Learning, 43
Colorado Library Network - Information and Communication Network (COLONET-ICN), 70
Computerized Community Information Project (C.I.P.), 5
Consumer Health Information Program and Services/Salud Y Bienestar (CHIPS), 68
Cooperative Information Network (CIN), 69
Georgia Library Information Network (GLIN), 72
Illinois Library Systems' Interlibrary Cooperation Consultant Program, 75
In-Service Training Program, 31
"Search Us, We Really Move Our Terminals For You", 94
Target Children: Urban 5, 13

JOB INFORMATION CENTERS

Adult Independent Learning, 43
Hempstead Public Library Job Information Center, 85
Job Information Center, 86

LIBRARY NETWORKS

A Mathematical Model of the Illinois Interlibrary Loan Network, 76
Colorado Library Network - Information and Communication Network (COLONET-ICN), 70
Cooperative Information Network (CIN), 69
Georgia Library Information Network (GLIN), 72
Illinois Library Systems' Interlibrary Cooperation Consultant Program, 75
"Search Us, We Really Move Our Terminals for You", 94

MENTALLY HANDICAPPED

Bibliotherapy, 67
Libraries Initiate Freeing Experiences (L.I.F.E.), 57
Medford Public Library Instructional Materials Center for Parents of Children with Special Needs, 81
Outreach to Retarded Adults and Juveniles in Need of Supervision, 37

MIGRANTS

Migrant Services, 65
Outreach to Hispanic Migrant Farmworkers and Prisoners, 39

NATIONAL/REGIONAL RESOURCE CENTERS

Drug Information Program, 92
Sierra-Tahoe Project - Mountain-Valley Library System, 9

NATIVE AMERICANS

Bookmobile Van Service to Native Americans and Rural Residents, 83
Indian Library Project, 19
Native American Oral History - Grand River Valley, 27

ORAL HISTORY

Native American Oral History - Grand River Valley, 27
Oral History, 41
Young People Save Yesterday Project ("YPSY"), 91

OUTREACH - RURAL

Instant Library, 93
Migrant Services, 65
Outreach to Hispanic Migrant Farmworkers and Prisoners, 39
Outreach to the Disadvantaged in Sunflower and Bolivar Counties, 29
Vermont Books-By-Mail, 90

OUTREACH - URBAN

Forsyth County Public Library Children's Outreach Department, 87
Libros, 47
Liliha Library Afterschool Activities Project, 74
Project WOW (Widening Our World), 88
Target Children: Urban 5, 13

OUTREACH - RURAL AND URBAN

Drop-In-Library (DIL), 45
Indian Library Project, 19
Mail-A-Book, 49
"Operation Bootstrap", 17
Outreach and Enrichment, 21
Wee World of Reading, 59

PHYSICALLY HANDICAPPED

Home Delivery of Library Services to Handicapped Children Kindergarten Through Fourth Grade, 35
Medford Public Library Instructional Materials Center for Parents of Children with Special Needs, 81
Pelican Summer Reading Program, 79

PRESCHOOL/PARENTING PROGRAMS

Center for Preschool Services, 33
Drop-In-Library (DIL), 45
Early Childhood Enrichment, 61
Preschool Program for Spanish-speaking Children, 82
Wee World of Reading, 59

PARENTING PROGRAMS

Medford Public Library Instructional Materials Center for Parents of Children with Special Needs, 81

PUBLIC LIBRARY CONSTRUCTION

Instant Library, 93

RIGHT-TO-READ

Community Reading Development, 1
NEWS IN REVIEW Project, 53

SCHOOL-PUBLIC LIBRARY COOPERATION

Adult Learning Program, 55
Early Childhood Enrichment, 61
English as a Second Language, 89
Home Delivery of Library Services to Handicapped Children Kindergarten Through Fourth Grade, 35
Libraries Initiate Freeing Experiences (L.I.F.E.), 57
Medford Public Library Instructional Materials Center for Parents of Children with Special Needs, 81
Preschool Program for Spanish-speaking Children, 82

STAFF DEVELOPMENT

Cooperative Information Network (CIN), 69
In-Service Training Program, 31

VOLUNTEERS

Adult Learning Program, 55
Community Reading Development, 1
Consumer Health Information Program and Services/Salud Y Bienestar (CHIPS), 68
Home Delivery Service of Library Materials, 78
Learn A Bunch At Lunch, 66
Library Video Project, 77
Literacy Volunteers of Southbridge, 23
Pelican Summer Reading Program, 79
Project WOW (Widening Our World), 88

YOUNG ADULT SERVICES

Young People Save Yesterday Project ("YPSY"), 91